



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF OZAMIZ CITY
 IBJT Compound Carangan, Ozamiz City
 Tel. No. (088) 545-0988; Fax No. (088) 545-0990



PURCHASE ORDER

Supplier:	KEEDEE OFFICE SUPPLIES TRADING	P.O. NO.:	2025-02-001
Address:	JAMISOLA EXT. STA. LUCIA DIST. PAGADIAN CITY	Date :	February 10, 2025
TIN :	306-794-052-000	Mode of	Shopping
Tel No./CP No. :	9173112213	Procurement :	

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	TABID NHS	Delivery Term:	FREE DELIVERY
Date of Delivery:	_5_ calendar days after receipt of PO by the supplier	Payment Term:	CHECK UPON DELIVERY

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	70	ream	PAPER, MULTIPURPOSE A4, 70GSM	180.00	12,600.00
2	300	piece	Certificate Holder, Plastic A4	45.00	13,500.00
3	300	box	Floor Wax (box/pack), red dye wax	24.50	7,350.00
4	595	piece	Medal DepED Large (Gold-20, Silver-75, Bronze-500)	42.00	24,990.00
5	1	piece	Printer Wi-Fi All-in-One Ink Tank Printer with ADF/Feeder	16,500.00	16,500.00
6	32	roll	Ribbon, Cloth Satin 1" (red-4, gold-4, green-4, orange-5, white-5, royal blue-10)	110.00	3,520.00
7	32	roll	Ribbon, Cloth Satin 1" (red-4, gold-4, green-4, orange-5, white-5, royal blue-10)	110.00	3,520.00
8	8	roll	Ribbon, Cloth Satin 2" (orange-4, white-4)	220.00	1,760.00
9	15	piece	Liquid Floor Polish 250ml	125.00	1,875.00
10	31	meter	Cloth, satin, green	110.00	3,410.00
11	62	meter	Cloth, satin, white	110.00	6,820.00
12	100	meter	Tassel	11.00	1,100.00
13	40	meter	Cloth, ethnic, orange	90.00	3,600.00
14	40	meter	Cloth, satin, blue	110.00	4,400.00
15	500	meter	Edging/Embroidered Lace	48.00	24,000.00
16	10	roll	Ribbon, organza, 1/2", gold & silver	165.00	1,650.00
17	6	roll	Thread, big, orange & blue	88.00	528.00
18	9	piece	Portable Bluetooth Speaker, small	1,500.00	13,500.00
Total Amount				Php	144,623.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

KEEDEE OFFICE SUPPLIES TRADING

Signature over/Printed Name of Supplier

2-21-2025

Date

Very truly yours,

ESTER F. VICONES

School Head

Fund Cluster :	moose	ORS/BURS No. :	
Funds Available :		Date of the ORS/BURS	
		Amount :	