



Republic of the Philippines
 Department of Education
 REGION X – NORTHERN MINDANAO
 SCHOOLS DIVISION OF OZAMIZ CITY

PURCHASE ORDER

01/28/25

Supplier:	KEEDEE OFFICE SUPPLIES TRADING	P.O. NO.:	2024-12-198
Address:	OZAMIZ CITY	Date :	27-Dec-2024
TIN :		Mode of Procurement :	Shopping

Gentlemen:

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

Place of Delivery: Division of Ozamiz City Delivery Term: _____
 Date of Delivery: within 15 days from the receipt of the Purchase Order Payment Term: _____

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pack	Double-Sided Glossy Photo Paper A4 (20 sheets per pack)	170	86.00	14,620.00
2	pack	100-pc Plastic Ring Binder (black) 16 mm (A4 size)	5	670.00	3,350.00
3	pack	100-pc Plastic Ring Binder (black) 8 mm (A4 size)	5	300.00	1,500.00
4	pack	100-pc Plastic Ring Binder (black) 10 mm (A4 size)	5	360.00	1,800.00
5	pack	100-pc Plastic Ring Binder (black) 12 mm (A4 size)	5	470.00	2,350.00
6	pack	100-pc Plastic Ring Binder (black) 14 mm (A4 size)	5	550.00	2,750.00
7	ream	PVC Binder Cover (100 sheets in pack, A4 size - clear, 200 microns)	5	525.00	2,625.00
8	ream	Bondpaper, substance 20 (A4 size), 70 gsm	40	182.00	7,280.00
9	ream	Bondpaper, substance 20 (A3 size), 70 gsm	20	430.00	8,600.00
10	piece	Clear Acrylic Table Name Sign Holder (12 inches x 3 inches) 1 piece Landscape slant/ L type	13	325.00	4,225.00
11	box	FLEXIBOX Storage Box FB600 87 liters	3	1,000.00	3,000.00
		*** Nothing Follows ***			

Total Amount in Words	Fifty Two Thousand One Hundred Pesos Only	PHP	52,100.00
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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: Keede Office Supplies Trading
 09173112213
 Signature over Printed Name of Supplier
 12.27.24
 Date

Very truly yours,

NIMFA R. LAGO, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent

Fund Cluster : _____
 Funds Available : _____

MARICEL D. AVILA
 Accountant III

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____



Address: IBJT Compound, Carangan, Ozamiz City
 Telephone No: (088) 545-09-88
 Telefax: (088) 545-09-90
 Email Address: deped1miz@gmail.com

Our LEARNERS: *The Diamonds of the Fortress.*
ASENSO OZAMIZ!