

**PURCHASE ORDER**  
DEPED, DIVISION OF OZAMIZ CITY

Supplier <b>KEEDEE OFFICE SUPPLIES TRADING</b>	P.O. No. : <b>2025 - 02 - JS02</b>
Address <b>OZAMIZ CITY</b>	Date : <b>02/18/2025</b>
TIN : <b>306-794-052-00001</b>	Mode of Procurement :

Gentlemen:

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

Place of Delivery : <b>JACINTO NEMENO INTEGRATED SCHOOL - JS</b>	Delivery Term : <b>Pick Up</b>
Date of Delivery :	Payment Term : <b>CASH ON DELIVERY</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	CLEARBOOK, Legal size	8	45.00	360.00
2	piece	SIGN PEN, Fine Tip, Black	8	38.00	304.00
3	piece	BROOM (Walis Tambo)	8	120.00	960.00
4	bottle	CLEANER, Toilet Bowl and Urinal	8	52.00	416.00
5	plastic container	CLEANSER, Scouring Powder	8	52.00	416.00
6	pouch	DETERGENT POWDER, all purpose	8	54.00	432.00
7	piece	DUST PAN	8	60.00	480.00
8	bottle	HAND SOAP, liquid, 500ml	8	47.00	376.00
9	piece	MONOBLOC CHAIR, beige	5	458.00	2 290.00
10	piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	4	300.00	1 200.00
11	box	STAPLE WIRE, standard	8	38.00	304.00
12	roll	TAPE, electrical	2	20.00	40.00
13	roll	TAPE, transparent, 24mm	24	20.00	480.00
14	box	CHALK, white enamel	14	70.00	980.00
15	piece	DATA FILE BOX	8	165.00	1 320.00
16	piece	PUNCHER, paper, heavy duty	8	200.00	1 600.00
17	pack	CARTOLINA, assorted colors	14	90.00	1 260.00
18	ream	PAPER, MULTIPURPOSE A4	25	179.00	4 475.00
19	ream	PAPER, MULTIPURPOSE LEGAL	25	200.00	5 000.00
20	box	PAPER, parchment	5	350.00	1 750.00
21	pack	TOILET TISSUE PAPER, 2 ply	8	108.00	864.00
22	piece	Ballpen Black	40	7.00	280.00
23	piece	Ballpen, Blue	8	7.00	56.00
24	piece	Ballpen, Red	16	7.00	112.00
25	ream	Bond Paper, Letter/Short, 70gsm	32	175.00	5 600.00
26	piece	Certificate Holder, Plastic A4	45	45.00	2 025.00
27	box	Chalk, Colored min.100pcs/box	7	110.00	770.00
28	packs	Construction Paper (long)	14	242.00	3 388.00
29	piece	Envelope, Brown Long	100	2.75	275.00
30	bottle	Glue White (min. 130gms)	24	55.00	1 320.00
31	piece	Bulb LED min. 15 watt	5	230.00	1 150.00
32	piece	Medal DepED Large (Gold, Silver, Bronze)	150	48.00	7 200.00
33	piece	Microphone wired, 8m	1	1,300.00	1 300.00
34	bottle	Muriatic acid 500ml	8	80.00	640.00
35	box	Paper Fastener Coated (Plastic)	10	40.00	400.00
36	piece	Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	16	40.00	640.00
37	bottle	Permanent/Pentel Ink Refill, Black	16	90.00	1 440.00
38	roll	Plastic Cellophane cover #4	1	1,550.00	1 550.00
39	piece	Plastic Envelope, Long	100	11.00	1 100.00



40	piece	Scissors, Big, Heavy Duty	8	55.00	440.00
41	packs	Specialty Paper, 90gsm, Long	7	32.00	224.00
42	packs	Specilaty Board (Long)	7	43.00	301.00
43	roll	Tape Double sided, 1" with Foam	8	38.00	304.00
44	piece	Toilet Bowl Cleaner	7	52.00	364.00
45	piece	Trash Bin, Min.8 liters, swing cover	16	210.00	3,360.00
46	pack	Worx 90 GSM A4 Specialty Paper (White)	20	27.00	540.00
47	piece	Expanded Envelope, Brown, hard	160	18.00	2,880.00
48	piece	Extension Wire 10 meters	3	670.00	2,010.00
49	piece	Flower Pot,	1	48.00	48.00

\*\*\*Nothing Follows\*\*\*

**Total Amount:**


**65,024.00**

Total Amount in Words

Seven Thousand Three Hundred Thirty Four Pesos Only

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:

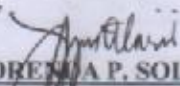
  
DEBBIE E. OLMIGUEZ

Signature over Printed Name of Supplier

2-18-25

Date

Very truly yours,

  
JORENIA P. SOLITARIO

Signature over Printed Name of Authorized Official

School Head

Designation

Fund Cluster : REGULAR MOOE

Funds Available : \_\_\_\_\_

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

Amount : \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name of Chief Accountant/Head of Accounting  
Division/Unit