



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

PURCHASE ORDER

Supplier:	KEEDEE OFFICE SUPPLIES TRADING		P.O. NO.	2025-01-014	
Address:	Ozamiz City		Date:	23-Jan-2025	
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 30 days from the receipt of the Purchase Order			Payment Term:		
Stock/ Property No.	Unit		Quantity	Unit Cost	Amount
1	pack	Battery AA Max Alkaline Heavy Duty 2s/pack	2	143.00	286.00
2	pack	Battery AAA Max Alkaline Heavy Duty 2s/pack	1	160.00	160.00
3	pack	Battery AAA Max Alkaline Heavy Duty 2s/pack	10	160.00	1,600.00
4	pcs	Binding Duct Tape 3x25 meters	2	260.00	520.00
5	pcs	BROTHER BT D60 BLACK INK	3	390.00	1,170.00
6	pcs	BROTHER BT D60 CYAN INK	1	390.00	390.00
7	pcs	BROTHER BT D60 MAGENTA INK	1	390.00	390.00
8	pcs	BROTHER BT D60 YELLOW INK	1	390.00	390.00
9	pcs	Brother BT-D60BK Ink Bottle (Black)	1	390.00	390.00
10	pcs	Clear Book 20 pockets Legal Size	2	45.00	90.00
11	pcs	Disinfectant Spray kills 99.9% Bacteria, 340g (half early morning and half Crisp Berry Lysol)	2	440.00	880.00
12	pcs	Documents File Box ((HARD) 11x16x12" (WxLxH)	2	600.00	1,200.00
13	pcs	Envelope, Brown A4	15	3.50	52.50
14	pcs	Envelope, Brown Long	15	4.00	60.00
15	pcs	Envelope, Brown, Long	30	4.00	120.00
16	pcs	Envelope, Brown, Short	29	3.00	87.00
17	pcs	Envelope, Expanded, Long, Assorted colors	5	17.00	85.00
18	pcs	Flash Drive 128GB	3	650.00	1,950.00
19	pcs	Floor Marking Tape	1	220.00	220.00
20	pcs	Folder Long (white)	21	6.50	136.50
21	pcs	Ink Original Epson L1800 (T673) Black	1	330.00	330.00
22	pcs	JRT TISSUE ROLL BIG 2 PLY	12	120.00	1,440.00
23	pcs	JRT, 200m, 2 PLY	10	120.00	1,200.00
24	pcs	Mineral Water Natures Spring 375ml	30	13.00	390.00
25	pcs	Mouse, Optical wireless, Branded with battery	2	400.00	800.00
26	pcs	Paper Fastener Coated (Plastic)	2	40.00	80.00
27	pcs	Pencil No. 2	5	7.00	35.00
28	pcs	Permanent Marker, Fine Tip, Black	10	50.00	500.00
29	pcs	Permanent Marker, Fine Tip, Black	10	50.00	500.00
30	pcs	PLASTIC FASTENER 50 PCS	1	40.00	40.00
31	pcs	Printer Ecotank 3 in 1	1	9,300.00	9,300.00
32	pcs	Sign pen, medium tip, Green	6	26.00	156.00
33	pcs	SPECIALTY PAPER 90GSM LONG	3	30.00	90.00
34	pcs	STAPLE WIRE, NO. 35 standard 26/6	3	38.00	114.00
35	pcs	Sticky Notes 3"x3"	3	35.00	105.00
36	pcs	USB Flash Drive 3.0, 32GB	2	375.00	750.00
37	pcs	White Glue. 250 grams	2	65.00	130.00
38	pcs	White Plastic Eraser (Soft and Latex Free)	5	20.00	100.00
		*** Nothing Follows ***			-
Total Amount in Words		Twenty Six Thousand Two Hundred Thirty Seven Pesos Only		PHP	26,237.00
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:			Very truly yours,		
 STEPHEN EDWIN DE GUALLA Signature over Printed Name of Supplier 1/28/25 Date			 NIMEFA LAGO CESONJI Assistant Schools Division Superintendent OIC-Office of the Schools Division Superintendent		
Fund Cluster :			ORS/BURS No. :		
Funds Available :			Date of the ORS/BURS:		
 MARICEL D. AVILA Accountant III			Amount :		



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

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