

PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier : KEEDEE OFFICE SUPPLIES TRADING		P.O. No. : 2025-03-030
Address : OZAMIZ CITY		Date : 24-Mar-2025
TIN : 306-794-052-00001		Mode of Procurement : Shopping

Gentlemen:

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

Place of Delivery : MISAMIS ANNEX INTEGRATED SCHOOL		Delivery Term: Within 5 days from receipt of PO
Date of Delivery : March 25, 2025		Payment Term: check upon delivery/pick up

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	box	CHALK, white enamel	5	75.00	375.00
2	box	CLIP, backfold, 19mm	1	16.00	16.00
3	box	CLIP, backfold, 25mm	1	24.00	24.00
4	box	CLIP, backfold, 32mm	1	32.00	32.00
5	box	CLIP, backfold, 50mm	1	75.00	75.00
6	piece	CORRECTION TAPE	40	22.00	880.00
7	piece	CUTTER/UTILITY KNIFE, for general purpose	30	25.00	750.00
8	piece	DATA FILE BOX	30	150.00	4,500.00
9	box	ENVELOPE, Documentary, legal,	1	1,100.00	1,100.00
10	box	ENVELOPE, Expanding, Kraft, 50's	5	800.00	4,000.00
11	box	ENVELOPE, Mailing	1	370.00	370.00
12	piece	ERASER, felt, for blackboard/whiteboard	30	19.00	570.00
14	pack	FOLDER with tab, A4	4	340.00	1,360.00
15	pack	FOLDER with tab, Legal	4	340.00	1,360.00
16	set	MARKER, Flourescent	25	24.00	600.00
17	piece	MARKER, Permanent, Black	25	40.00	1,000.00
18	piece	MARKER, Whiteboard, Black	25	60.00	1,500.00
19	box	PAPER CLIP, vinly/plastic coated, 33mm	30	10.00	300.00
20	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	30	23.00	690.00
21	box	PENCIL, lead/graphite, with eraser	2	72.00	144.00
22	piece	PENCIL SHARPENER	1	385.00	385.00
23	piece	PUNCHER, paper, heavy duty	5	215.00	1,075.00
24	pack	PHOTO PAPER, A4 High-Quality printing (double sided)	20	120.00	2,400.00
25	pack	PHOTO PAPER, A4 High-Quality Printing, Matte	20	120.00	2,400.00
26	unit	MICROPHONE, Wired, 8meters, Heavy Duty quality	1	1,700.00	1,700.00
27	piece	MEDAL, 6CM with lace (DepEd)	40	46.00	1,840.00
28	piece	PADLOCK, Brass Heavy Duty	10	288.00	2,880.00
29	bottle	Ink Original for Epson Printer, Black 003	18	300.00	5,400.00
30	piece	Envelope, Expandable, Long	25	17.00	425.00
31	piece	Folder, White, Legal	300	6.90	2,070.00
32	can	Glass Cleaner Liquid spray 500ml	2	195.00	390.00
33	piece	Bulb LED min. 15 watts	5	225.00	1,125.00
34	pack	Parchment Paper, A4size, 85-90 gsm, Acid Free	40	35.00	1,400.00
35	pack	Specialty Paper, A4 size, 90gsm 10pcs/pack (pale cream)	100	30.00	3,000.00

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
36	pack	PIN (pokpok)	10	12.00	120.00
37	box	THUMB TACKS	10	25.00	250.00
38	roll	DOUBLE SIDED TAPE, 1x10m	20	35.00	700.00
39	roll	RIBBON, Ethnic Cloth, 2"	4	330.00	1,320.00
		Nothing Follows			
			Total Amount:		48,526.00
Total Amount in Words:		FORTY EIGHT THOUSAND FIVE HUNDRED TWENTY SIX 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:

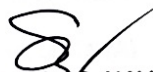

DEBBIE E. OLMOGUEZ

 Signature over Printed Name of Supplier

7-28-25

 Date

Very truly yours,


ATTY. CHARYLJOYC. NAVAREZ

 Signature over Printed Name of Authorized Official

SECONDARY SCHOOL PRINCIPAL I

 Designation

Fund Cluster : <u>MOOE - JHS</u>	ORS/BURS No. : _____
Funds Available : _____	Date of the ORS/BURS: _____
_____	Amount : _____