



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon
 Tel No. (042) 567-5273
 Email: romblonstateu@gmail.com
 URL: rsu.edu.ph

Appendix 61



PURCHASE ORDER

Supplier: Orlanes Marketing P.O. No. **23-04-0030**
 Address: National Highway, Dapawan, Odiongan, Romblon Date: **27 April 2023**
 TIN : 174-681-562-00000 Mode of Procurement: **Public Bidding**

Gentlemen:

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

Place of Delivery: RSU, Supply Office Delivery Term: **25 CALENDAR DAYS FROM RECEIPT OF NTP**
 Date of Delivery : _____ Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
1	unit	Couch-two-seater Fabric: Leather Measurements: Width: 145 cm (57 1/8") Depth: 71.5 cm (28 1/8") Height: 71.5 cm (28 1/8") Height under furniture: 14.5 cm (5 3/4") Armrest height: 61 cm (24") Seat width: 137 cm (53 7/8") Seat depth: 54 cm (21 1/4") Seat Height: 42 cm (16 1/2") Color: Black	1	8,000.00	8,000.00
2	unit	Couch-three-seater Fabric: Leather Measurements: Depth: 80.5 cm (31 3/4") Height: 76.0 cm (29 7/8") Seat depth: 59 cm (23 1/4") Seat Height: 46 cm (18 1/8") Width: 197 cm (77 1/2") Armrest height: 66 cm (26") Height under furniture: 15 cm (5 7/8") Seat width: 179 cm (70 1/2") Color: Black	1	11,000.00	11,000.00
3	unit	Office table (3/4" marine plywood): 120 cm x 60 cm x 75 cm, 1 pedestal with 2 filing cabinet in the right side, 2 circular grommet holes	12	10,000.00	120,000.00
4	unit	Office chair: arm rest, breathable, 360-degree swivel function, mesh type, reclining and tilting mechanism, pneumatic height adjustment	12	4,000.00	48,000.00
5	unit	Luxury Cow Leather Executive Chair Adjustable Reclining Swivel Office Desk Chair Back Height: High-Back Style: Scandinavian Chair Arms: Fixed Arms Coasters: Yes Material: Leather Upholstery: Leather Desk Chair Type: Executive Chair Color: Black	1	23,000.00	23,000.00
6	unit	Table Fan, 6" Table Fan, Reliable Motor protected with Thermal Fuse, Switch Knob, 21 x 16 x 28 cm Power: 20 Watts	1	1,500.00	1,500.00
7	unit	Executive Swivel Chair, 128 cm x 60 cm, Backrest size: W50 x H72cm, Seat Cushion Size: (W53 x D53cm), Lifting Height 42-50cm, 145 degrees Reclining Adjustment, integrated Headrest, High Elastic Breathable Mesh	1	4,500.00	4,500.00
8	unit	Book Stand (slim), L34 cm x W24cm Material: Bamboo	1	550.00	550.00
9	unit	Steel File Cabinet, 4 Layer Vertical Cabinet, Gauge 20 thickness, Central Lock Powder Coated, Dimensions W45 x D45 x H138cm	1	15,000.00	15,000.00
10	unit	Trapezoidal Rack Bookshelf, 6 Layers, W13.5cm x H34cm x L16cm Color: Light Gray	4	7,000.00	28,000.00
TOTAL CARRIED FORWARD			35	PhP	259,550.00

(Total Amount in Words) **SEVEN HUNDRED TEN THOUSAND, THREE HUNDRED TWENTY-FIVE PESOS ONLY**

In case of failure to make 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.

Very truly yours,

MERIAN P. CATAJAY-MANI, Ed.D., CESE
 University President

Conforme:

ORLANES M. ORLANES
 (Signature Over Printed Name of Supplier)
45 27 23
 (Date)

Fund Cluster: 164 ORS/BURS No: 164-MAR-23-04-0371
 Funds Available: Accounting Office, San Agustin Campus, OCAO, Sentro ng Wika at Kultura, OMPA, ETASO, VP-REDI, Internal Audit Services Office, CBA, PMO, and BAIGO Date of the ORS/BURS: 4/28/23
SHIELA BUEN F. SERVANEZ, CPA Amount: **PhP710,325.00**
 Head, Accounting Office



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Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
TOTAL BROUGHT FORWARD			35		259,550.00
11	unit	Steel Filing Cabinet with Glass Swing Doors, H185 x W90 x D40cm, Cold Rolled Steel Plate, Electrostatic Powder Coating, Steel Thickness: 0.6mm, Metal Handle, Lock with 2 Keys, Inner Parts: 4 Shelves, Structure: Knocked Down, Weight Capacity/Layer: 20-25 kgs	1	12,825.00	12,825.00
12	unit	Desk Lamp, Dimensions H52 x W43 x D19.5 cm, 3.1 kg, Materials: Aluminum, Cast Iron, Plated Steel Fittings, Integrated Shade Switch, Cable Length: 2.5m, Cable Type: Black PVC, Bulb Type and Rating: 1x E27 LED - 6w, Bulb Output: 470 Lumens/2700 Kelvin	1	1,500.00	1,500.00
13	unit	Coffee Table Set, 1 Table, 4 Chairs, Table Dimensions: L80 x W80 x H76, Chair Dimensions: L35 x W35 x H40cm Materials: Varnished Marine Plywood, Metal Tubes	3	12,500.00	37,500.00
14	unit	Sofa Set, One (1) 3-Seater, Two (2) 1-Seater 3-Seater dimensions: L70 x W30 x H33 in, 1 Seater dimensions: L28 x W30 x H33 in Center Table: (38.5 x W20 x H18 in)	1	18,900.00	18,900.00
15	unit	Artificial Grass Carpet, W2m x L4m	2	3,000.00	6,000.00
16	unit	Wooden (3/4" marine plywood) Bookshelf (Open Side), 3 Layers, 50" x 50" Dimensions: H48 x L48 x W16.5 inches Color: Mahogany Varnish	2	8,100.00	16,200.00
17	piece	Chair, Revolving, Black with Side Arm (Office Chair)	2	3,500.00	7,000.00
18	piece	Cork Board 24 in x 36 in	1	1,300.00	1,300.00
19	piece	Cork Board 48 in x 96 in	1	5,200.00	5,200.00
20	piece	Mobile Pedestal 3-Drawer Gauge 20 with key lock Steel Cabinet Black	6	5,200.00	31,200.00
21	unit	Office Table (Computer table) 4 drawers for storage (2w/lock) strong keyboard drawer size: 120 x 61 x 76 cm (LWH)	1	3,500.00	3,500.00
22	set	Sofa (Black, fabric) Material: Durable Treated Wood Frame, Firm Cushion Seats, High Quality Fabric Dimension: L Shape: 78" x 83" x 32" x 30.5" Center Table: 23" x 35" x 17"	1	23,950.00	23,950.00
23	unit	Executive Big Boss Swivel Chair (Black) Dimensions: Seat Size: 21"W x 19.5"D. Back Size: 20.75"W x 25"H. Arm Height: 27" -30.5"H. Seat Height Adjustment: 20 -23.5"H. Overall: 45 -48.5"H x 27"W x 28"D	1	10,500.00	10,500.00
24	set	Sofa, L-shaped (Brown/Black)	2	16,875.00	33,750.00
25	piece	Double Deck Bed Frame Only 36x36x75 Single Wooden Post Bed (CONVERTIBLE TO NORMAL BED) • Convertible to normal bed 36 x 75 Single • Wooden Post Bed • Steel Bed • Perfect for your home • Elegant and stylish look • Space saver as the bottom is open for storage • Very accessible price	3	7,000.00	21,000.00
TOTAL CARRIED FORWARD			63		PhP 489,875.00

(Total Amount in Words) ****SEVEN HUNDRED TEN THOUSAND, THREE HUNDRED TWENTY-FIVE PESOS ONLY****

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Very truly yours,

MERIAN P. CATAJAY-MANI, Ed.D., CESE
 University President

Conforme:

ORLANES MARKETING
 (Signature Over Printed Name of Supplier)
4-27-23
 (Date)

Fund Cluster: 164
 Funds Available: Accounting Office, San Agustin Campus, OCAO, Sentro ng Wika at Kultura, OMPA, ETASO, VP-REDI, Internal Audit Services Office, CBA, PMO, and BAIGO

SHIELA BUEN F. SERVAÑEZ, CPA
 Head, Accounting Office

ORS/BURS No: 164-MSO-23-04-0331

Date of the ORS/BURS: 4/26/2023

Amount: **PhP710,325.00**



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Appendix 6.1



PURCHASE ORDER

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P.O. No. **23-04-0030**
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Delivery Term: **25 CALENDAR DAYS FROM RECEIPT OF NTP**

Date of Delivery : _____

Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
TOTAL BROUGHT FORWARD			63		489,875.00
26	piece	Single Bedframe	2	4,050.00	8,100.00
27	set	Table (ROUND) with 2 chairs 80*80*75c	2	6,750.00	13,500.00
28	piece	Tricolor Big Table Lamps for Bedroom Bedside LED Nordic Modern Fabric Shade	2	2,025.00	4,050.00
29	piece	Ergo dynamic VFC-4GRY 4 drawer vertical filing cabinet Size: H1331*W460*D620mm Color: Light Gray	1	11,800.00	11,800.00
30	piece	Ergo dynamic BOSS CHAIR Executive High Back Man made faux leather office chair • Maximum weight capacity: 100kg • Tilt lock function • 350mm base and PU casters • Pneumatic height adjustment • 360 degrees swivel function • Ergonomic and dynamic which will provide comfort and durability	1	12,500.00	12,500.00
31	piece	Ergo dynamic VFC-4GRY 4 drawer vertical filing cabinet Size: H1331*W460*D620mm Color: Light Gray	5	11,800.00	59,000.00
32	unit	Chair, Specs: Adjustable headrest, armrest, back tilt angle, seat height, footrest. Materials: Polyester fabric with molded foam interior and durable nylon plastic frame. Style options: Black, Weight capacity: 250lbs, Item weight: 45lbs Dimensions: 28" - 45" L x 28" W x 45" - 49"H Seat dimensions: 19" L x 19" W Seat height: 18" - 21" Back dimensions: 21" W x 22"H Back dimensions (with headrest): 21" W x 27" - 29"H Tilt range: 18°, Armrest height: 10" - 13" Armrest height (from the floor): 24.4" - 28" Caster wheel diameter: 2 inches Number of caster wheels: 5 pieces	1	10,500.00	10,500.00
33	unit	Chair, specs: revolving, black, with sidearm, ergonomic design with thick cushion and breathable mesh, high back design, chromed steel 5-star base and nylon casters, tilt-lock function, pneumatic height adjustment, 360 degrees' swivel function, maximum weight capacity: 100kg, chair width from Armrests: 57cm, back support height: 51cm, width: 45cm, armrest width: 6cm, thickness of the seat: 7.5cm, total height including back support: 115cm, headrest size: 7.5cmx7.5cm.	1	9,000.00	9,000.00
34	piece	Office Chairs: Basics Padded Office Chair with Amrest, Adjustable Height/Tilt, 360-Degree Swivel, 275 lbs Capacity, Color: Black, material: leather, Dimension L x W x H: 24 x 24.2 x 38.6 inches with seat width 20 inches seat depth 16.5 inches seat back height 18.7 inches	1	4,000.00	4,000.00
35	piece	Office Table: Wooden / Tubular Table, Dimension A: 120 x 60 x 75 cm, 3 Key holes and drawer on the right with center drawer and one big drawer on the left, Color: Mahogany, Flat Pack	2	11,500.00	23,000.00
36	piece	Office Sofa Coffee Table Simple Modern Reception Office Sofa Three-seat leather combination, Main Material: Wood, Finishing Material: PU Leather, Filler: Sponge, whether it is removable and washable: not removable and washable, Thickened wear-resistant xipi single seat sofa	1	35,000.00	35,000.00
37	piece	Office Chairs with Headrest and adjustable armrest and gaslift, PVC-mesh back and PVC seat, and chrome finish starbase with castor wheels	3	10,000.00	30,000.00
GRAND TOTAL			85		PhP 710,325.00

(Total Amount in Words) "SEVEN HUNDRED TEN THOUSAND, THREE HUNDRED TWENTY-FIVE PESOS ONLY"

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SHIELA BUEN F. SERVAÑEZ, CPA
 Head, Accounting Office

ORS/BURS No: 164-muob.23.04.0371

Date of the ORS/BURS: 4/27/2023

Amount: **PhP710,325.00**