



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: **ZY Trading**
 Address: National Road, Poblacion, Alcantara, Romblon
 TIN : 448-046-505-00000

P.O. No. **23-04-0033**

Date: **27 April 2023**

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**

Date of Delivery : _____

Delivery Term: **25 CALENDAR DAYS FROM RECEIPT OF NTP**

Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
1	Unit	Orbit Fan Ceiling 16 inches Banana Type Plastic Blade; High Performance Motor; 3-speed Remote Control Switch; With Thermal Fuse Protection; Voltage: 230V a.c. 60Hz; Wattage: 65 Watts; SOF-16b	2	3,000.00	6,000.00
2	Unit	Ladder 4-step Portable Folding Heavy-Duty Steel Ladder (with a soft and comfortable handle) No of steps: 4; Platform Height: 0.93m; Material: Steel; Color: Silver Grey; Overall Height: 1.29m	1	3,000.00	3,000.00
3	Unit	Air Humidifier with Free Filter Material: Quality ABS; Product size: Approx. 18.7cm x 20cm x 29.5 cm; Water Tank Capacity: 5 litres; Noise: 35dB; Coverage Area: 25-30m2; Power: 25w; Mist Volume: 350ml/h; Use voltage: 220-250V; Use time: Up to 12 hours; LED touch screen; Night mode; UV Filter; Independent space for essential or aroma oil; Water shortage auto power off protection; Work as air humidifier, air purifier and aroma diffuser.	1	2,500.00	2,500.00
TOTAL CARRIED FORWARD			4		PhP 11,500.00

(Total Amount in Words) **FOUR HUNDRED TWENTY THOUSAND, NINE HUNDRED 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:

ZYRUS C. GALINDEZ

(Signature Over Printed Name of Supplier)

April 27, 2023
 (Date)

Fund Cluster: 164
 Funds Available: **Accounting, OCAO, Records Office, RDI, ETASO, BAIGO, LSHS, and Romblon Campus**

MS. SHIELA BUEN F. SERVAÑEZ, CPA
 Head, Accounting Office

ORS/BURS No: **164-CO-23-04-0382**
164-CO-23-04-0383
 Date of the ORS/BURS: **28 April 2023**
 Amount: **PhP420,900.00**



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Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
TOTAL BROUGHT FORWARD			4		11,500.00
4	Unit	Heavy Duty Paper Shredder Machine Portable Electric Paper Shredder; Shred Type: Cross Cut; Capable of Shredding paper, CD and Credit Card; Security Level: P-4; Shred Capacity: 10sheets; Shred Size: 5 x 18mm; Cutting Speed: 50 sheets/minute; Feed Opening: 220mm; 3 Paper Mode Sensing Switch: Automatic, Off and Reverse Functions; Waste Container Capacity: 21-liter wastebasket; Slot for CD, DVD and Cards (shreds one at a time); Power Source: 220-240 VAC; Dimensions: 350 (L) x 220 (W) x 440 (H) mm.	1	22,000.00	22,000.00
5	Unit	Paper Shredder Cross Cut, 4x30mm, 16 sheets (70gms.) 230mm Paper Entry Width, Can Shred: Paperclips, staples, CD/DVD, 30 liters Bin Capacity, 55db Noise Level, up to 10 minutes duty cycle; Auto start/stop on jamming, with reverse function, separate credit card and CD entry; 1 year Warranty for Cutter Block.	1	25,000.00	25,000.00
6	Unit	Aircon, 2HP, Split Type Inverter with Installation Model: CS/CU-PU18TKQ Cooling Capacity: 18,40(3,960-20,880) kj/h EER:12.44(12.66-12.00) kj/Hw Height: 11-29/32 (24-3/8) inches Width: 43-13/32 (32-15/32) inches Depth: 9-5/8 (11-25/32) inches Shower Cooling Aero Slim Design	3	73,000.00	219,000.00
7	Unit	Stand Fan Power Consumption (W) 65; Fan Features Oscillating; Fan Blade Materials Metal; Number of Blades: 3; Blade Side (inches) 16; Model STO 16.18E	2	3,200.00	6,400.00
TOTAL CARRIED FORWARD			11		PhP 283,900.00

(Total Amount in Words) **FOUR HUNDRED TWENTY THOUSAND, NINE HUNDRED PESOS ONLY**

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Very truly yours,

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

Conforme:

ZYROS C. GALINDEZ

(Signature Over Printed Name of Supplier)

April 27, 2023
 (Date)

Fund Cluster: 164

Funds Available: Accounting, OCAO, Records Office, RDI, ETASO, BAIGO, LSHS, and Romblon Campus

MS. SHIELA BUEN F. SERVAÑEZ, CPA
 Head, Accounting Office

ORS/BURS No: 164-MOOE-23-04-0382
164-CO-23-04-0383

Date of the ORS/BURS: 28 April 2023

Amount: **PhP420,900.00**



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 Address: National Road, Poblacion, Alcantara, Romblon
 TIN : 448-046-505-00000

P.O. No. **23-04-0033**
 Date: **27 April 2023**
 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)
TOTAL BROUGHT FORWARD			11		283,900.00
8	Unit	Ring Binder Machine Description: Comb Binding Size & Spec.: Number of punched sheets: 18 sheets Master: 2 Spec. 1: Binding ability: 425 sheets Spec. 2: Adjustable spacing: 2.5/3.5/5/6.5mm Spec. 3: Hole shapes: 3x8mm; Hole spacing: 14.3mm Spec. 4: 400x280x335mm Sales Point 1: Progressive effortless knife set Sales Point 2: 21-hole knife design, freely adjustable hole Sales Point 3: Fixed Paper slider to prevent hole offset Sales Point 4: Large capacity scrap box	1	10,000.00	10,000.00
9	Unit	4 Layer Vertical Cabinet; •4 drawer vertical filing cabinet • Gauge 20 thickness • Central Lock • Powder Coated • Dimensions W90 x 45 x138cm Color: Light Gray CBA Coordinators Request	1	13,000.00	13,000.00
10	Unit	Water Dispenser, Hot and Cold 3 water options (hot, cold and warm) Child safety lock Temperature control with double safety thermostat Dip tray for water waste collection Easy push button faucets With water bottle cabinets Stainless steel heating tank Cold: 2L/H 120 watts, Hot 4L/H 420 watts 230 V-60Hz Refrigerant: R134a Product dimension (W x D x H): 31cm x 35.5c, x 106.4cm	2	13,000.00	26,000.00
11	Unit	Air Condition, 2.5 HP J-Tech Inverter Operation 14 degrees Celsius Temperature Setting Eco Mode 0.5 degrees Celsius Setting Coanda Airflow System Baby Sleep Mode 12 Hrs. On/Off Timer Low Voltage Powerful Operation Durable Design (7 Shields Protection)	1	88,000.00	88,000.00
GRAND TOTAL			16		PhP 420,900.00

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(Signature Over Printed Name of Supplier)

April 27, 2023
 (Date)

Fund Cluster: 164

Funds Available: Accounting, OCAO, Records Office, RDI, ETASO, BAIGO, LSHS, and Romblon Campus

MS. SHIELA BUEN F. SERVAÑEZ, CPA
 Head, Accounting Office

ORS/BURS No: 164-MODE-23-04-0352
164-CO-23-04-0383

Date of the ORS/BURS: 26 April 2023

Amount: PhP420,900.00