



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

Appendix 6.1



PURCHASE ORDER

Supplier: **VilCen Enterprises**

Address: M.L. Quezon St., Liwanag, Odiongan, Romblon
 TIN : 154-008-573-000

P.O. No. **23-04-0037**

Date: **28 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	cartridge	Epson Wf – C5790 Ink Black (T9501); size: XL (10,000 pages)	5	8,540.00	42,700.00
2	cartridge	Epson Wf – C5790 Ink Cyan (T9482); size: Standard (3,000 pages)	5	4,555.00	22,775.00
3	cartridge	Epson Wf – C5790 Ink Magenta (T9483); size: Standard (3,000 pages)	5	4,555.00	22,775.00
4	cartridge	Epson Wf – C5790 Ink Yellow (T9484); size: Standard (3,000 pages)	5	4,555.00	22,775.00
5	liter	Computer Printer (Epson) Ink – Black, universal	10	490.00	4,900.00
6	liter	Computer Printer (Epson) Ink – Cyan, universal	3	490.00	1,470.00
7	liter	Computer Printer (Epson) Ink – Magenta, universal	3	490.00	1,470.00
8	liter	Computer Printer (Epson) Ink – Yellow, universal	3	490.00	1,470.00
9	pack	4 pcs Double A Battery Max	10	110.00	1,100.00
10	pack	4 pcs Triple A Battery Max	5	115.00	575.00
11	pc	Acetate Clear, (A4) 250 Microns	50	14.00	700.00
12	pc	Acetate Clear, (Short) 250 Microns	50	12.00	600.00
13	pc	Acetate Clear, (Long) 250 Microns	50	15.00	750.00
14	Ream	Bond Paper, Subs 28, 100 GSM (Short)	5	380.00	1,900.00
15	pc	Certificate Holder, (A4) Green	20	48.00	960.00
16	pc	Certificate Holder, (A4) Black	20	48.00	960.00
17	pc	Certificate Holder, (Short) Green	20	50.00	1,000.00
18	pc	Certificate Holder, (Short) Black	20	50.00	1,000.00
19	pc	Cloth Duct Tape, 2 in, Green	5	78.00	390.00
20	pc	Cloth Duct Tape, 2 in, Black	5	78.00	390.00
21	Tube	Cutter Bid Refill (Big)	5	160.00	800.00
22	pc	Double Sided Adhesive Tape, ½ in	25	25.00	625.00
23	pc	Double Sided Adhesive Tape, ¾ in	25	48.00	1,200.00
24	pc	Double Sided Adhesive Tape, 1 in	25	50.00	1,250.00
25	pc	Double Sided Adhesive Tape with Foam, 1/2 in	10	75.00	750.00
26	pc	Double Sided Adhesive Tape with Foam, 1 in	10	98.00	980.00
27	pc	Documentary Tray, 3 layers, legal size aluminum	1	575.00	575.00
28	pc	Envelope, Brown, Letter Size	30	6.00	180.00
29	pc	Folder, White 14 pts. 9" x 11.5", Letter	20	5.00	100.00
30	pc	Folder, White 14 pts. 9" x 14.5", Legal	50	8.00	400.00
TOTAL CARRIED FORWARD			500		PhP 137,520.00

(Total Amount in Words) **FOUR HUNDRED FIFTY-SEVEN THOUSAND, FOUR HUNDRED EIGHTY PESOS ONLY**

In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) or one percent for every day of delay shall be imposed on the undelivered item/s.

Very truly yours,

by:

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

Conforme:

 (Signature Over Printed Name of Supplier)
 4/28/2023
 (Date)

Fund Cluster: 164
 Funds Available: OCAO, VPREDI, OMPA, LSHS, PMO, and CBA

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

ORS/BURS No: 164-MROB-23-04-037
 Date of the ORS/BURS: 4/28/2023
 Amount: PhP457,480.00



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



Management System
 ISO 9001:2015



Appendix 61

PURCHASE ORDER

Supplier: **VillCen Enterprises**
 Address: M.L. Quezon St., Liwanag, Odiongan, Romblon
 TIN : 154-008-573-000

P.O. No. **23-04-0037**
 Date: **28 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)
TOTAL BROUGHT FORWARD			500		137,520.00
31	pc	Genuine Ink tank Refill (C, M, Y, BK) (Epson 001)	50	10.00	500.00
32	set	Genuine Ink tank Refill (LC, LM, Y, BK, CM) (Epson 673)	1	1,755.00	1,755.00
33	set	Genuine Ink tank Refill (C, M, Y, BK) (Canon 70)	1	4,000.00	4,000.00
34	set	Genuine Ink tank Refill (C, M, Y, BK) (HP GT52/GT53)	1	3,240.00	3,240.00
35	set	Sublimation Ink Tank Refill (C,M,Y, BK) Epson L121	1	1,620.00	1,620.00
36	set	Maintenance Box for Epson L14150	1	1,050.00	1,050.00
37	set	ID Lanyard 1 inch Sublimation Print	1	750.00	750.00
38	pc	Glossy Photo Paper Double Sided, Glossy, 220 GSM (A4)	100	75.00	7,500.00
39	Pack	Photo Paper (Rough Satin/Woved), 260 GSM (A4 Size)	10	165.00	1,650.00
40	Pack	Photo Paper (Rough Satin/Woved), 260 GSM (A3 Size)	30	195.00	5,850.00
41	Pack	PVC Card Blank (A4 Size), 80 mm Thick, Glossy Surface	10	360.00	3,600.00
42	Pack	Heat Transfer Film PVC Vinyl A4 Size	50	1,350.00	67,500.00
43	roll	Sublimation Paper A3 Size, 100 GSM	1	3,645.00	3,645.00
44	roll	Heavy Duty Cutter (Big)	1	1,450.00	1,450.00
45	set	Masking Tape, 3/4 In	5	120.00	600.00
46	pc	Matte Sticker Paper, (A4)	30	38.00	1,140.00
47	pack	Morocco Paper Bond, Green, (Letter)	20	54.00	1,080.00
48	pc	Morocco Paper Bond, Green, (Long)	50	3.50	175.00
49	pc	Morocco Paper Bond, Black, (Letter)	50	3.60	180.00
50	pc	Morocco Paper Bond, Black, (Long)	50	5.00	250.00
51	pc	3 in 1 Puncher	50	6.00	300.00
52	set	Specialty Board Paper, P, Cream, (Letter) 220 GSM	1	1,120.00	1,120.00
53	pack	Specialty Board Paper, White, (A3 size) 220 GSM	20	45.00	900.00
54	pack	Toner Kit (TK-6113) Cyan for Kyocera Ecosys M8124CIDN	20	75.00	1,500.00
55	set	Toner Kit (TK-6113) Magenta for Kyocera Ecosys M8124CIDN	2	12,259.00	24,518.00
56	set	Toner Kit (TK-6113) Yellow for Kyocera Ecosys M8124CIDN	1	12,259.00	12,259.00
57	set	Class Record 5 1/2" x 11", 50 lvs, 30 pieces per bundle	2	12,259.00	24,518.00
58	bundle	Epson Ink 003 (Black) 70 ml (pieces)	5	750.00	3,750.00
59	bottle	Epson Ink 003 (Cyan) 70 ml (pieces)	50	280.00	14,000.00
60	bottle	Epson Ink 003 (Cyan) 70 ml (pieces)	25	280.00	7,000.00
61	bottle	Epson Ink 003 (Magenta) 70 ml (pieces)	25	280.00	7,000.00
62	bottle	Epson Ink 003 (Yellow) 70 ml (pieces)	25	280.00	7,000.00
63	bottle	Epson Ink 003 (Magenta) 70 ml (pieces)	25	280.00	7,000.00
64	bottle	Epson Ink 003 (Yellow) 70 ml (pieces)	25	280.00	7,000.00
65	bottle	Epson Ink 003 (Black) 70 ml (pieces)	50	280.00	14,000.00
TOTAL CARRIED FORWARD			1289		PhP 376,920.00

(Total Amount in Words) **FOUR HUNDRED FIFTY-SEVEN THOUSAND, FOUR HUNDRED EIGHTY 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 F. CATAJAY-MANI, Ed.D., CESE
 University President

Conforme:

by:

(Signature Over Printed Name of Supplier)

4/28/2023
 (Date)

Fund Cluster: 164
 Funds Available: OCAO, VPREDI, OMPA, LSHS, PMO, and CBA

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

ORS/BURS No: 164-MODE-23-04-0380
 Date of the ORS/BURS: 4/28/2023

Amount: **PhP457,480.00**

