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

P.O. No. **23-08-0064**
Date: **17 August 2023**
Mode of Procurement: **Public Bidding**

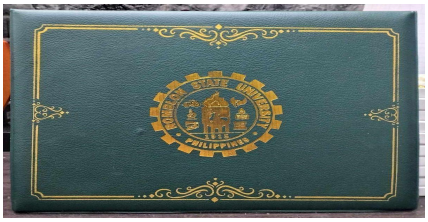
Supplier **ZY Trading**
Address National Road, Poblacion, Alcantara, Romblon
TIN :448-046-505-000

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	pc	Certificate Holder, 9 ¼" x 12 ¼", Plastic Material with Gold Embossing (RSU Logo), with gold ribbon clip, and acetate clear PVC cover inside for the diploma 	3,150		-
2	pack	Parchment Paper, 9" x 12", 120 gsm, 100pcs/pack	30		-
3	pack	Specialty Board, 8.5" x 13", 220gsm, 10pcs/pack	15		-
4	pc	Certificate Holder, hard, 4A size, dark green	50		-
5	pack	Photo Paper, A4, Rough Satin, 200 gsm	5		-
		TOTAL			**PhP** -

(Total Amount in Words) **EIGHT HUNDRED SIXTY-SEVEN THOUSAND, SEVEN 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,

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

Conforme:

ZYRUS C. GALINDEZ
(Signature Over Printed Name of Supplier)

(Date)

Fund Cluster: 164
Funds Available:

SHIELA BUEN F. SERVAÑEZ, CPA
Head, Accounting Office

ORS/BURS No: _____
Date of the ORS/BURS: _____

Amount: **PhP867,725.00**