



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. 23-07-0056

Supplier: Threads & Prints Tailoring Services

Date: July 31, 2023

Address: Poctoy, Odiongan, Romblon

Mode of Procurement: SVP

TIN : 462-067-581-00000

**Gentlemen:**

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

Place of Delivery: RSU, Supply Office

Delivery Term: 15 CALENDAR DAYS

Date of Delivery : \_\_\_\_\_

Payment Term: \_\_\_\_\_

| Stock No.    | Unit | Description  | Quantity  | Unit Cost | Amount               |
|--------------|------|--|-----------|-----------|----------------------|
| 1            | set  | <b>Gala upper uniform</b> (complete buttons/rank/shoulder and sleeve/embroidered laurel leaf neck side)<br>• Medium – 8 pcs<br>• Large – 5 pcs | 13        | 4,000.00  | 52,000.00            |
| 2            | set  | <b>Gala lower uniform</b> (white pants)<br>• Medium – 8 pcs<br>• Large – 5 pcs   | 13        | 2,000.00  | 26,000.00            |
| 3            | set  | <b>Hat / Chako / Feather</b><br>• 55 cm – 2 pcs<br>• 56 cm – 5 pcs<br>• 57 cm – 4 pcs<br>• 58 cm – 2 pcs                                       | 13        | 1,500.00  | 19,500.00            |
| <b>TOTAL</b> |      |  | <b>39</b> |           | <b>PhP 97,500.00</b> |

**(Total Amount in Words) \*\*NINETY-SEVEN THOUSAND, FIVE 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:

**ELIEL F. MINEQUE**

(Signature Over Printed Name of Supplier)

July 31, 2023  
 (Date)

Fund Cluster: 164

Funds Available: NSTP

**SHIELA BUEN F. SERVAÑEZ**  
 Head, Accounting Office

ORS/BURS No: 164-nstp-23-0708901

Date of the ORS/BURS: 7/31/23

Amount: **PhP97,500.00**