



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon
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 Email: romblonstateu@gmail.com
 URL: rsu.edu.ph

Appendix 61

PURCHASE ORDER

Supplier: VillCen Enterprises P.O. No. 23-11-0082
 Address: Brgy. Liwanag, Odiongan, Romblon Date: November 10, 2023
 TIN : 154-008-573-00000 Mode of Procurement: SVP

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	ream	Bond Paper; Premium Digital Inkjet and Laser paper, Size F4, 216x330mm, 100 g/m2,	50	500.00	25,000.00
2	pack	Specialty Board Paper; Size 8 1/2" x 13", 220GSM, Color: White, 10 sheets/pack	300	60.00	18,000.00
3	pack	Specialty Board Paper, Size 8 1/2" x 11", 220GSM, Color: White, 10 sheets/pack	300	50.00	15,000.00
4	pack	Photo Paper; RC Satin Premium Photopaper, Size A4, 210mm x 297mm, 5760 dpi, 260G, 20 sheets/pack	100	120.00	12,000.00
5	pc	Double Sided Tape, Size: 1/2 in	100	35.00	3,500.00
6	tube	Cutter Blade Refill; Heavy Duty, Size 18mm, 10pcs/ tube	10	68.00	680.00
7	box	Staple Wire, #35-5m	5	95.00	475.00
8	bottle	Ink, Genuine Ink for Epson Printer L14150, Cyan	5	360.00	1,800.00
9	bottle	Ink, Genuine Ink for Epson Printer L14150, Magenta	5	360.00	1,800.00
10	bottle	Ink, Genuine Ink for Epson Printer L14150, Yellow	5	360.00	1,800.00
11	bottle	Ink, Genuine Ink for Epson Printer L14150, Black	10	365.00	3,650.00
12	bottle	Ink, Genuine Ink for Canon Printer G570, Black	10	603.00	6,030.00
13	bottle	Ink, Genuine Ink for Canon Printer G570, Gray	5	690.00	3,450.00
14	bottle	Ink, Genuine Ink for Canon Printer G570, Magenta	5	690.00	3,450.00
15	bottle	Ink, Genuine Ink for Canon Printer G570, Red	5	690.00	3,450.00
16	bottle	Ink, Genuine Ink for Canon Printer G570, Yellow	5	690.00	3,450.00
17	bottle	Ink, Genuine Ink for Canon Printer G570, Cyan	5	690.00	3,450.00
18	set	Maintenance Box, for EPSON Printer L14150	1	630.00	630.00
TOTAL CARRIED FORWARD			926		PHP 107,615.00

(Total Amount in Words) **TWO HUNDRED EIGHTY-EIGHT THOUSAND 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:

LILYBETH C. FONDEVILLA
 VillCen Enterprises
 (Signature Over Printed Name of Supplier)

11/10/23
 (Date)

Fund Cluster: 164
 Funds Available: LSHS

SHIELA BUEN F. SERVAÑEZ
 Head, Accounting Office

ORS/BURS No: 164-nord-23-11-1578

Date of the ORS/BURS: 11/10/2023

Amount: **PhP288,000.00**

