



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon
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 URL: rsu.edu.ph

Appendix 61



PURCHASE ORDER

Project Title: **Solicitation No. RSU-2023-11-100, "Procurement of Office Supplies and ICT Equipment for Rombon State University"**
 ABC: **PhP184,090.00** P.O. No: **23-12-0098**
 Supplier: **ZY Trading** Date: **20 December 2023**
 Address: **National Road, Poblacion, Alcantara, Romblon** Mode of Procurement: **Public Bidding**
 TIN : **448-046-505-00000**

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

Place of Delivery: **RSU, Supply Office** Delivery Term: **25 CALENDAR DAYS FROM RECEIPT OF NTP**
 Date of Delivery : _____ Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
1	box	Sign pen, Hi-tech point V5, point 0.5mm, color: blue, high technology ink controller system, liquid ink, Pens have a rubber grip with traction pockets, 12pcs/box	3	1,000.00	3,000.00
2	bottle	Printer Ink (003), Black, 70 ml/btl	3	380.00	1,140.00
3	bottle	Printer Ink (003), Cyan, 70 ml/btl	3	380.00	1,140.00
4	bottle	Printer Ink (003), Magenta, 70 ml/btl	3	380.00	1,140.00
5	bottle	Printer Ink (003), Yellow, 70 ml/btl	3	380.00	1,140.00
6	ream	Paper, Bond, 8.5" x 13", Legal Size, Ultra White, subs 20	10	235.00	2,350.00
7	ream	Paper, Bond, 8.27" x 11.69", A4 Size, Ultra White, subs 20	5	230.00	1,150.00
8	box	Push Pin, Flathead (100 pcs/box)	2	55.00	110.00
9	piece	2 TB Ruggedized Portable external Hard Drive shock -Resistant USB 3.1 Gen 1	2	5,600.00	11,200.00
10	piece	Laptop Personal Computer: i5 11260H, 8GB RAM, 512 SSD, windows 11, 15.6" FHD (1920 x 1080) 144 Hz IPS	1	60,000.00	60,000.00
11	piece	Printer (Type: Wi-Fi all in one ink tank o printer, Print, Scan, Copy and fax wireless) Printing: Piezoelectric Printhead 5670 x 1440 dpi max resolution. Copying: Up to 7.7. ipm/ 3.8 ipm copy speed, 600 x 600 dpi resolution. Scanning: Flatbed color image scanner CIS; 1200 x 2400 dpi resolution. Output capacity: up to 30 sheets of plane paper (80g/m2) Interface: USB 2.0, ethernet, Wi-Fi IEEE and Wi-Fi Direct, Control Panel: 1.44" color LCD screen	1	17,200.00	17,200.00
12	set	Tablet -12MP Wide back camera Wi-Fi 6 5G Connection 256GB internal Storage, A14 Bionic chip with pencil Length: 6.92 inches (175.7 mm) Diameter: 0.35 inch (8.9 mm) Weight: 0.73 ounce (20.7 grams) Connections: Bluetooth or Lightning connector, color white	1	56,000.00	56,000.00
13	piece	Printer Type: Print, Scan, Copy, Fax with ADF Wi-Fi, Wi-Fi Direct Borderless printing up to 4R Resolution: 5760 x 1440 dpi Print Method: On-demand inkjet (Piezoelectric) Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6	1	17,200.00	17,200.00
GRAND TOTAL			38		PhP 172,770.00

(Total Amount in Words) **ONE HUNDRED SEVENTY-TWO THOUSAND, SEVEN HUNDRED SEVENTY 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:

 (Signature Over Printed Name of Supplier)
 DEC - 20 - 2023

 (Date)

Fund Cluster: 101
 Funds Available: CET/REDi

SHIELA BUEN F. SERVAÑEZ, CPA
 Head, Accounting Office

ORS/BURS No: 101. MODE-20-12-1194
 Date of the ORS/BURS: 12/20/2023

Amount: **PhP172,770.00**