



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**

Project Title: **Solicitation No. RSU-2024-01-005-EPA, "Early Procurement of Office and Janitorial Supplies for Rombon State University"**

ABC: **PhP2,005,870.00** P.O. No: **24-01-0004**

Supplier: **ZY Trading** Date: **12 January 2024**

Address: **National Road, Poblacion, Alcantara, Romblon** Mode of Procurement: **Public Bidding**

TIN : **225-940-485-000**

**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	Ballpen, 0.5 mm, Ball Point (Black) 12 pcs/box	50	280.00	14,000.00
2	box	Ballpen 0.5 mm, Ball Point (Blue) 12 pcs/box	50	280.00	14,000.00
3	box	Ballpen, 0.5mm Ballpoint (Red) 12 pcs/box	20	280.00	5,600.00
4	pc	Battery, size AA, dry cell	80	80.00	6,400.00
5	pc	Battery, size AAA, dry cell	50	80.00	4,000.00
6	pc	Calculator, Compact 12 digits Two-way power, MX120B	20	770.00	15,400.00
7	pc	Calculator, Compact 16 digits Two-way power, MX120B	10	1,400.00	14,000.00
8	pc	CD-RW with Case	200	95.00	19,000.00
9	pc	Certificate Holder, 8.5" x 13" (Legal)	100	85.00	8,500.00
10	pc	Certificate Holder, 8.5" x 11" (Letter)	100	70.00	7,000.00
11	pc	Certificate Holder, A4 Size	150	80.00	12,000.00
12	box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	50	45.00	2,250.00
13	box	Clip, Binder, backfold, 2", 12pcs/box	50	65.00	3,250.00
14	box	Clip, Binder, backfold 1", 12 pcs/box	50	30.00	1,500.00
15	box	Clip, Binder, backfold 1-5/8" 12 pcs/box	50	50.00	2,500.00
16	box	Clip, Binder, backfold 3/4" 12 pcs/box	50	20.00	1,000.00
17	pc	Data File box, made of chipboard, with closed ends (5" x 9" x 15-3/4), Black	200	100.00	20,000.00
18	pc	Documentary Tray, 3 Layers, Legal size, Aluminum	10	490.00	4,900.00
19	roll	Tape, Double Sided, 24mm (1"), width, usable length 50m	150	85.00	12,750.00
20	box	Envelope, Brown, Letter size, 500pcs/box	2	4,200.00	8,400.00
21	box	Envelope, Brown, Legal size, 500pcs/box	3	4,900.00	14,700.00
22	pc	Expanded Envelope, Kraft, Legal Size, with garter	200	35.00	7,000.00
23	pc	Envelope, Expanding, Kraft, Letter size with garter	150	35.00	5,250.00
24	pc	Envelope, Expanding, plastic, Legal size with garter	100	65.00	6,500.00
25	pc	Eraser, felt ,for Blackboard or Whiteboard	150	140.00	21,000.00
<b>TOTAL CARRIED FORWARD</b>			<b>2,045</b>		<b>PhP 230,900.00</b>

(Total Amount in Words) **\*\*ONE MILLION, NINE HUNDRED EIGHTY-FIVE THOUSAND, FIVE HUNDRED SIXTY 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:

\_\_\_\_\_  
 (Signature Over Printed Name of Supplier)  
**Zyras Galumboc**  
 \_\_\_\_\_  
 (Date)  
**Jan. 12, 2024**

Fund Cluster: **101**  
 Funds Available: **SPMO**

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

ORS/BURS No: **101-M008-24-01-0018**  
 Date of the ORS/BURS: **1/12/2024**  
 Amount: **PhP1,985,560.00**



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Project Title: **Solicitation No. RSU-2024-01-005-EPA, "Early Procurement of Office and Janitorial Supplies for Romblon State University"**

ABC: **PhP2,005,870.00** P.O. No: **24-01-0004**

Supplier: **ZY Trading** Date: **12 January 2024**

Address: **National Road, Poblacion, Alcantara, Romblon** Mode of Procurement: **Public Bidding**

TIN : **225-940-485-000**

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Date of Delivery : \_\_\_\_\_ Payment Term: \_\_\_\_\_

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
<b>TOTAL BROUGHT FORWARD</b>			<b>2,045</b>		<b>230,900.00</b>
26	pc	File Arch w/ lever arm 2-ring, D-type(2.5") Legal size (black)	100	170.00	17,000.00
27	pc	Folder, Sliding, Morocco, Legal Size	100	14.00	1,400.00
28	pc	Folder, Sliding, Morocco, Letter Size	100	12.00	1,200.00
29	pack	Folder, white 14 pts. 9" x 14.5", Legal, 14 pts,100pcs/pack	30	980.00	29,400.00
30	pack	Folder, white 14 pts. 9" x 11", Letter, 14 pts,100pcs/pack	20	840.00	16,800.00
31	btl	Glue, Multi-Purpose 473ml, White	20	550.00	11,000.00
32	box	Index Tab, Self-adhesive, Clear(Letter Tabblings)5 sets/box	50	550.00	27,500.00
33	pc	Magfile Double Closed Horizontal Legal size(File box)	50	520.00	26,000.00
34	box	Marker Whiteboard, Refillable (Black) Roundtip, 12pcs/box (High Quality)	80	1,260.00	100,800.00
35	box	Marker, Whiteboard, Refillable (Red) 12pcs/box (High Quality)	30	1,260.00	37,800.00
36	box	Marker, Permanent, Refillable (Black) Fine, 12pcs/box (High Quality)	30	700.00	21,000.00
37	box	Marker, Permanent, Refillable (Red) Fine, 12pcs/box (High Quality)	30	700.00	21,000.00
38	box	Marker, Permanent, Refillable, Broad (Black) 12pcs/box (High Quality)	30	700.00	21,000.00
39	box	Marker, Permanent, Refillable, Broad (Red) 12pcs/box (High Quality)	30	700.00	21,000.00
40	pc	Padlock, 50mm (Heavy Duty)	10	490.00	4,900.00
41	box	Paper Clip, Big 50mm, Vinyl Coated	50	30.00	1,500.00
42	box	Paper Clip, Small 28mm Vinyl Coated	50	25.00	1,250.00
43	box	Paper Fastener, Plastic Coated 50 sets/ box	50	45.00	2,250.00
44	box	Paper Highlighter/Marker, Yellow, 10pcs/box	10	770.00	7,700.00
45	box	Paper Highlighter/Marker(assorted color)10pcs/box	10	770.00	7,700.00
46	box	Paper, Bond, 8.5 x 11, Letter Size, subs 20,70gsm Ultra White	100	1,260.00	126,000.00
47	box	Paper, Bond A4 Size 210mm x 297mm, 70gsm, Ultra White	100	1,295.00	129,500.00
<b>TOTAL CARRIED FORWARD</b>			<b>3,125</b>		<b>PhP 864,600.00</b>

**(Total Amount in Words) \*\*ONE MILLION, NINE HUNDRED EIGHTY-FIVE THOUSAND, FIVE HUNDRED SIXTY 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:

**ZYRUS GALUNDE**  
 (Signature Over Printed Name of Supplier)  
**Jan. 12, 2024**  
 (Date)

Fund Cluster: **101**  
 Funds Available: **SPMO**

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

ORS/BURS No: **101-M000-24-01-0018**  
 Date of the ORS/BURS: **1/12/2024**  
 Amount: **PhP1,985,560.00**



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Management System  
 ISO 9001:2015



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Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
<b>TOTAL BROUGHT FORWARD</b>			<b>3,125</b>		<b>864,600.00</b>
48	box	Paper, Bond, 8.5" x 13", Legal size, subs. 20, Ultra White	300	1,330.00	399,000.00
49	ream	Paper, Mimeo, Whitewove, Legal Size	100	270.00	27,000.00
50	pack	PVC Binding Film, Legal Size, 250 microns	30	910.00	27,300.00
51	pack	PVC Binding Film, Letter Size, 250 microns	10	910.00	9,100.00
52	box	Pencil, #2, with eraser, 12pcs/box	20	170.00	3,400.00
53	btl	Printer Ink, Universal, Black, 1 lit./color (Refill)	30	630.00	18,900.00
54	btl	Printer Ink, Universal, Yellow, 1 lit./color (Refill)	20	630.00	12,600.00
55	btl	Printer Ink, Universal, Magenta, 1 lit./color (Refill)	20	630.00	12,600.00
56	btl	Printer Ink, Universal, Cyan, 1 lit./color (Refill)	20	630.00	12,600.00
57	pc	Record Book, 300 leaves	50	140.00	7,000.00
58	pc	Record Book, 500 leaves	100	170.00	17,000.00
59	pc	Stapler, #35, Heavy Duty with staple wire remover	50	560.00	28,000.00
60	box	Staple Wire #35	100	70.00	7,000.00
61	box	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	50	1,540.00	77,000.00
62	box	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	5	1,540.00	7,700.00
63	box	Sign Pen, Green, liquid/gel ink, 0.5mm needle tip	5	1,540.00	7,700.00
64	roll	Tape, Packaging 48mm(2"), width, usable length 50m	100	65.00	6,500.00
65	roll	Tape, Transparent 48mm, 2" width, usable length 50m	50	70.00	3,500.00
66	roll	Tape, Transparent 24mm(1") width, usable length 50m	150	50.00	7,500.00
67	pc	Storage Corrugated/ Carton Box L 15" x W 12" x H 10"	100	155.00	15,500.00
68	pc	Ink for Epson 003 Printer (Black) 65 ml	10	435.00	4,350.00
69	pc	Ink for Epson 003 Printer (Cyan) 65 ml	10	435.00	4,350.00
70	pc	Ink for Epson 003 Printer (Magenta) 65 ml	10	435.00	4,350.00
71	pc	Ink for Epson 003 Printer (Yellow) 65 ml	10	435.00	4,350.00
72	pc	Ink for Printer, Epson 004 (Black) 70ml	10	410.00	4,100.00
73	pc	Ink for Printer, Epson 004 (Cyan) 70ml	10	410.00	4,100.00
74	pc	Ink for Printer, Epson 004 (Magenta) 70ml	10	410.00	4,100.00
75	pc	Ink for Printer, Epson 004 (Yellow) 70ml	10	410.00	4,100.00
76	pc	Ink for Printer, Epson 001 (Black) 127ml	10	630.00	6,300.00
77	pc	Ink for Printer, Epson 001 (Cyan) 70ml	10	410.00	4,100.00
78	pc	Ink for Printer, Epson 001 (Magenta) 70ml	10	410.00	4,100.00
79	pc	Ink for Printer, Epson 001 (Yellow) 70ml	10	410.00	4,100.00
80	pc	Ink for Printer, Epson 008 (Black) 127ml	10	630.00	6,300.00
<b>TOTAL CARRIED FORWARD</b>			<b>4,565</b>		<b>PhP 1,630,200.00</b>

**(Total Amount in Words) \*\*ONE MILLION, NINE HUNDRED EIGHTY-FIVE THOUSAND, FIVE HUNDRED SIXTY PESOS ONLY\*\***

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 University President

Conforme:

**ZY TRADING**  
 (Signature Over Printed Name of Supplier)  
**Jan 12, 2024**  
 (Date)

Fund Cluster: **101**  
 Funds Available: **SPMO**

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

ORS/BURS No: **101-m000-24-01-0018**  
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Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
<b>TOTAL BROUGHT FORWARD</b>			<b>4,565</b>		<b>1,630,200.00</b>
81	pc	Ink for Printer, Epson 008 (Cyan) 70ml	10	410.00	4,100.00
82	pc	Ink for Printer, Epson 008 (Magenta) 70ml	10	410.00	4,100.00
83	pc	Ink for Printer, Epson 008 (Yellow) 70ml	10	410.00	4,100.00
84	pc	Toner (for photocopier), Kyocera TK6113 (15,000 copies)	2	13,580.00	27,160.00
85	pc	Toner (for photocopier), Kyocera Taskalfa 2020	2	12,100.00	24,200.00
86	can	Air Freshener, 320ml	50	310.00	15,500.00
87	pc	Air Freshener, Scented Gel, 180g	20	270.00	5,400.00
88	can	Car Freshener, Gel, 70 grams	20	270.00	5,400.00
89	btl	Dishwashing Liquid, 475ml	100	170.00	17,000.00
90	btl	Disinfectant Spray, 510g	40	790.00	31,600.00
91	pc	Floor Mat, Cotton 18x30 inches	100	470.00	47,000.00
92	pc	Floor Mop with Mop Wringer, Tornado 360	10	1,400.00	14,000.00
93	btl	Multi-Insect Killer, Water Base, 500ml	50	650.00	32,500.00
94	btl	Muriatic Acid, 1000ml	100	200.00	20,000.00
95	kilo	Rags, All Cotton	10	350.00	3,500.00
96	pc	Sponge, Dishwashing	30	60.00	1,800.00
97	pack	Tissue, 3 ply, 100% Virgin Pulp, 12pcs/pack	50	400.00	20,000.00
98	btl	Toilet and Urinal Bowl Cleaner, 1000ml cap	100	500.00	50,000.00
99	pc	Toilet Bowl Brush and Holder	50	280.00	14,000.00
100	pc	Toilet Deodorizer 50g	200	70.00	14,000.00
<b>GRAND TOTAL</b>			<b>5,529</b>		<b>PhP 1,985,560.00</b>

(Total Amount in Words) **\*\*ONE MILLION, NINE HUNDRED EIGHTY-FIVE THOUSAND, FIVE HUNDRED SIXTY PESOS ONLY\*\***

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