



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

Appendix 61



Management System
 RSO 8081:2018



PURCHASE ORDER

Project Title: **Solicitation No. RSU-2024-04-033, "Supply and Delivery of Graduation Materials for the Office of the University Registrar and the Laboratory Science High School of Romblon State University"**

ABC: **PhP1,992,546.00**
 Supplier: **ZY Trading**
 Address: **National Road, Poblacion, Alcantara, Romblon**
 TIN : **448-046-505-00000**

P.O. No. **24-05-0027**
 Date: **24 May 2024**
 Mode of Procurement: **Public Bidding**

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: **45 CALENDAR DAYS FROM RECEIPT OF NTP**
 Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
1	pc	Medals	500	390.00	195,000.00
2	pc	Parchment Paper (Pre-Printed for diploma), 160gsm	600	90.00	54,000.00
3	pc	Plaque	3	8,000.00	24,000.00
4	box	Gold Seal, 400pc/box (for diploma)	4	6,000.00	24,000.00
5	pc	Diploma Holder, 9" x 12"	4,000	300.00	1,200,000.00
Sub Total					1,497,000.00

6	pc	Academic Medals (Medal 2in1 diameter medal; polished brass with double ribbon lace (green and gold) plain box included Steel casting mold (LSHS Logo Pattern) 1 1/2" Printed lace /Ribbon (Sublimation) 2 1/2" diameter x 2mm thick Medal (Polished Brass) with Embosed Rsu-Lshs logo Medal for With Highest Honors (Gold)-10 pcs. 1 1/2" Printed lace /Ribbon (Sublimation) 2 1/2" diameter x 2mm thick Medal (Polished Brass) with Embosed Rsu-Lshs logo Medal for With High Honors (Silver)-147 pcs 1 1/2" Printed lace /Ribbon (Sublimation) 2 1/2" diameter x 2mm thick Medal (Polished Brass) with Embosed Rsu-Lshs logo Medal for With Honors (Bronze)-365 pcs	522	380.00	198,360.00
GRAND TOTAL					PhP 1,695,360.00

(Total Amount in Words) ****ONE MILLION, SIX HUNDRED NINETY-FIVE THOUSAND, THREE HUNDERD 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:

(Signature Over Printed Name of Supplier)
 May 24, 2024
 (Date)

Fund Cluster: **164 Reg and SHS**
 Funds Available: **Registrar and LSHS**

SHIELA BUEN F. SERVAÑEZ, CPA
 Head, Accounting Office

ORS/BURS No: **164-m000-24-05-0767**
 Date of the ORS/BURS: **5/24/2024**

Amount: **PhP1,695,360.00**