



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: SUPPLY AND DELIVERY OF ICT EQUIPMENT, AND OFFICE FIXTURES AND SUPPLIES FOR ROMBLON STATE UNIVERSITY

ABC: PhP547,400.00 P.O. No. 24-04-0015
 Supplier: Villcen Enterprises Date: 25-April-2024
 Address: Lwanag, Odiongan, Romblon Mode of Procurement: Public Bidding
 TIN : 154-008-573-00000

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	pc	3 in 1 Printer	1	14,500.00	14,500.00
2	panel	Full Blockout Curtain Length: 7 feet , Width: 6.56 feet Color: Plain Green -6 pcs Cream -6 pcs Fabric: (Polyester) Thick	12	1,200.00	14,400.00
3	set	Heavy Duty Adjustable Rod with Complete Accessories • Length: 350 cm • Diameter: Outer Tube: 1-1/4" / Inner Tube: 1 inch • Accessories: End Cap, Bracket, Nails, Pole • Color: Black	6	2,800.00	16,800.00
4	piece	Butane 250g (for portable stove used for cooking)	50	210.00	10,500.00
5	piece	Non-Stick Pan, 12 cm, Teflon	6	420.00	2,520.00
6	piece	Non-Stick Pan, 24 cm, Teflon	6	820.00	4,920.00
7	unit	Portable Stove with Case	12	1,000.00	12,000.00
8	unit	Air Conditioner, 2.5HP Split Type Power Supply: 1PH/230 V60Hz Horsepower: 2.5HP Aircon Type: Split Type Cooling Capacity: 12,661 kJ/h Rate Current: 4.76A Rated Power: 1096 W EER: 11.6 kJ/hW Airflow: 566/508/361 m3/h • Sound Level (Hi/Mi/Lo): 40/36/31 dB (A) Unit Dimension (WxDxH): 770x300 x555mm Gross Weight: 28.6 kg Unit Weight: 26.3 kg Refrigerant (Type/Charge); R410a/700g H/L/Circuit Breaker: 5m/10m/20A Free Installation	2	61,100.00	122,200.00
9	unit	Printer, All in One Ink Tank, 5 in 1 Printer with CISS (Print, Copy, Fax, Scan, Ethernet) with Automatic Document Feeder for Legal size documents	2	16,900.00	33,800.00
10	piece	Mirrorless DSLR Camera (Z50) body only	2	67,990.00	135,980.00
11	piece	DSLR Lens- Z mount 24-120 mm f/4 S Lens	1	84,500.00	84,500.00
SUB-TOTAL			100		452,120.00

(Total Amount in Words) **FIVE HUNDRED FIFTEEN THOUSAND AND SIX HUNDRED THIRTY 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,

LILYBETH C. FONDEVILLA
 CP: 09238341545

MERIAN P. CATAJAY-MANI, Ed.D., CESE
 University President

Conforme: _____
 (Signature of Supplier) 4/25/24
 (Date)

164-0000-24-04-0507

Fund Cluster: 164
 Funds Available: National Service Training Program (NSTP) Office, Office of the Vice President for Academic Affairs (VPAA), College of Business and Accountancy, Accounting Office, and Office of Media and Public Affairs (OMPA)

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

ORS/BURS No: 164-00-24-04-0507
 Date of the ORS/BURS: 4/25/2024
 Amount: **PhP515,630.00**



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Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
		CARRIED FORWARD	100		452,120.00
12	unit	Heavy Duty Shredder Features: Auto start and stop, auto reverse prevents paper jams, thermal overload protection, safety cut-out on board removal, accepts clips, staples, credit cards, and cds with caster. Product Specification: Sheet capacity: (A4/80 gsm):9 Sheets, Cut size (mm): 3x25, Shred Speed (mpm): 3.5, Throat width (mm); 220, Auto Feed/ Stop/ Rever: YES, Paper jam REVER Key: YES Thermal overload protection: YES Safety cut-out bin removal: YES Accept paper clips/staples/card: YES Accept CDs: No Bin Capacity (liters): 20 Machine size (mm): 350 x 262 x 550 Net weight (kg) : 14 Power (W): 180	1	24,705.00	24,705.00
13	unit	Scanner DS-570Wii, Document Scanner with small OCR for MAC and Windows. Can scan an A3 size area in less than 2 seconds which means 35 pages in one time. Capable of scanning multiple items such books, binder documents, cards and recognition technique. Can convert JPG documents to editable Word/PDF/TIFF. Can process a scanned documents and upload to the cloud.	1	38,805.00	38,805.00
		GRAND TOTAL	102		515,630.00

(Total Amount in Words) **FIVE HUNDRED FIFTEEN THOUSAND AND SIX HUNDRED THIRTY PESOS ONLY**

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Very truly yours,

LILYBETH C. FONDEVILLA

CP: 09238341545

TIN: 154-008-573

(Date)

MERIAN P. CATAJAY-MANI, Ed.D., CESE
 University President

Conforme:

164-008-24-84-0566

Fund Cluster: 164
 Funds Available: National Service Training Program (NSTP) Office, Office of the Vice President for Academic Affairs (VPAA), College of Business and Accountancy, Accounting Office, and Office of Media and Public Affairs (OMPA)

MS. SHIELA BUEN F. SERVAÑEZ, CPA

Head, Accounting Office

ORS/BURS No: 164-008-24-84-0566

Date of the ORS/BURS: 4/25/2024

Amount: PhP515,630.00