



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-2024-03-029, "Supply and Delivery of Furniture for the Different Offices of Rombon State University"**

ABC: **PhP152,000.00** P.O. No: **24-04-0018**

Supplier: **ZY Trading** Date: **25 April 2024**

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	unit	Ergonomic Office Chair -High back with head rest; -360° swivel function; -Mesh material; -Metal and PU nylon armrest; -Adjustable height with tilt mechanism; and -100kg maximum weight bearing capacity.	9	6,500.00	58,500.00
2	unit	Ergo dynamic 4 Layer Lateral Steel Filing Cabinet -4 drawers; -Color: Light gray; and -Size: H132cm x W90cm x D45cm.	1	16,250.00	16,250.00
3	unit	4 Drawer Steel Lateral Filing Cabinet -4 Drawer lateral file cabinet (4 spacious and deep drawers. Perfect for organizing office papers with 2 adjustable hanging bar for each drawer suitable for hanging file folders (legal size, letter size, and A4 size)); -Interlock system drawers (counterweight system ideal for multi-drawer. It is vital that only one drawer at a time can be opened; Interlock drawer slide, maximum flexibility and anti-tilt; ball bearing side, smooth runners); -Lateral filing cabinet with lock (built-in lock with 2 keys; 1 lock secure all four drawers; unique key for unique office file cabinet; open drawer with stylish recessed plastic handle, smooth and silent runners); -Heavy duty lateral file cabinet (steel construction and reinforced structure ensure longevity; well-made and heavy duty file cabinet, strong enough to put your printer, scanner, etc. on; perfect solution to home and office lateral file cabinet); -SKU: LFC- 4D (Material: steel metal); -Color: Powder coated light gray; and -Assemble Dimensions (H: 52in; W:28in; D: 18in)	2	16,250.00	32,500.00
<b>GRAND TOTAL</b>			12	PhP	107,250.00

**(Total Amount in Words) \*\*ONE HUNDRED SEVEN THOUSAND, TWO HUNDRED FIFTY 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)  
 09/25/2024  
 \_\_\_\_\_  
 (Date)

Fund Cluster: 164  
 Funds Available: Accounting Office, ETASO, and RDI Office

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

ORS/BURS No: 164- m-000-24-04-0018  
 Date of the ORS/BURS: 4/25/2024  
 Amount: **PhP107,250.00**