



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-2024-04-034, "Supply and Delivery of Transcript of Records for the Office of the University Registrar of Rombon State University"**
 ABC: **PhP250,000.00**
 Supplier: **Erzalan Printing Press**
 Address: **45 Cotabato Street, Luzviminda Village, Batasan Hills District 2, Quezon City 1126**
 TIN: **227-537-760-00000**
 P.O. No: **24-06-0029**
 Date: **20 June 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: **25 CALENDAR DAYS FROM RECEIPT OF NTP**
 Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
1	pc	Transcript of Records, Pre-Printed Specification: Check paper Green color 8.5" x 14" (Legal Size) 180 gsm	10,000.00	18.62	186,200.00
GRAND TOTAL			10,000		186,200.00

(Total Amount in Words) ****ONE HUNDRED EIGHTY-SIX THOUSAND, TWO HUNDRED 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

Conforms:



 (Signature Over Printed Name of Supplier)
 6/20/24
 (Date)

Fund Cluster: **164 Reg**
 Funds Available: **Registrar**


SHIELA BUEN F. SERVAÑEZ, CPA
 Head, Accounting Office

ORS/BURS No: **164-MSB-24-06-0929**
 Date of the ORS/BURS: **6/20/2024**
 Amount: **PhP186,200.00**