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 Toner Cartridge for IM C2000 of the Office of the University Registrar**

ABC: **Php132,000.00**
P.O. No. **24-06-0036**
Supplier: **Philippine Duplicators, Inc.**
Date: **June 20, 2024**
Address: **CCC KM14 West Service Rd., Edison Ave., Merville, Parañaque City**
Mode of Procurement: **Direct Contracting**
TIN : **000-412-893-00000**

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: **15 CALENDAR DAYS**
Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Toner Cartridge for IM C2000, Black	4	5,425.00	21,700.00
2	pc	Toner Cartridge for IM C2000, Cyan	3	10,675.00	32,025.00
3	pc	Toner Cartridge for IM C2000, Magenta	3	10,675.00	32,025.00
4	pc	Toner Cartridge for IM C2000, Yellow	3	10,675.00	32,025.00
		TOTAL	13		117,775.00

(Total Amount in Words) **ONE HUNDRED SEVENTEEN THOUSAND, SEVEN HUNDRED SEVENTY-FIVE 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: MARK B. CUPASEN
(Signature Over Printed Name of Supplier)
JUNE 21, 2024
(Date)

Fund Cluster: 164
Funds Available: Office of the University Registrar

SHIELA BUEN F. SERVAÑEZ
Head, Accounting Office

ORS/BURS No.: 164-MDC-24-06-0029
Date of the ORS/BURS: 6/20/2024
Amount: PhP117,775.00