



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: Solicitation No. RSU-2024-08-073: "Supply and Delivery of ICT Supplies and Equipment, Kitchen Equipment, and Furniture for the Office of the President of Romblon State University"
 Title: President of Romblon State University
 ABC: PhP143,800.00
 Supplier: ZY Trading
 Address: National Road, Poblacion, Alcantara, Romblon
 TIN : 448-046-505-00000

P.O. No. 24-10-0075
 Date: 24 October 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	unit	Toner for Photocopying Machine (RICOH MP2014 HS, Black)	10	4,551.00	45,510.00
2	unit	Printer – All in one Tank Printer with ADF, Long Scan Printer with internet connection Specifications: • Print, Scan, Copy, Fax with ADF • Compact integrated tank design • High yield ink bottles • Spill-free, error-free refilling • Wi-Fi, Wi-Fi Direct • Seamless setup Borderless printing up to 4R	1	15,867.00	15,867.00
3	bottle	Computer Printer (Epson) Ink – Black, Epson No. 003, 65ml	5	320.00	1,600.00
4	bottle	Computer Printer (Epson) Ink – Cyan, Epson No. 003, 65ml	3	330.00	990.00
5	bottle	Computer Printer (Epson) Ink – Magenta, Epson No. 003, 65ml	3	330.00	990.00
6	bottle	Computer Printer (Epson) Ink – Yellow, Epson No. 003, 65ml	3	330.00	990.00
7	pc	Foldable Chairs	20	861.00	17,220.00
8	pc	Office Chair, Revolving (brown) High Back Eames Design Seat & Backrest: Metal frame in powder coated finish with foam in PU cover Arms: Metal in powder coated finish in PU cover Legs: Metal base in powder coated finish with 100mm Class 3 Metal Gaslift in chrome finish and Nylon wheel caster Width: 54.5 cm Depth: 63cm Height: 106-116 cm Seat Height: 47-57 cm Color: Brown	3	8,610.00	25,830.00
9	unit	Oven Toaster 10L Capacity Specifications: • 10-liter capacity • 60-minute timer with bell ring • 100-250°C temperature • 2pcs. Quartz tube heating elements • 2 knobs for timer and thermostat • Top and bottom heating • Heat selector • Pure stainless steel housing • Accessories: 1 pc. bake tray, 1 pc. baking rack • Rated voltage: 230v~ • Rated frequency: 60Hz • Output power: 1000W • Product dimension: 36cm x 24cm x 20cm (L x W x H) • Product weight: 1 kg	1	2,337.00	2,337.00
TOTAL CARRIED FORWARD			49		PhP 111,334.00

(Total Amount in Words) **ONE HUNDRED THIRTY-SEVEN THOUSAND, TWO HUNDRED EIGHTY-EIGHT 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:

ROBERT G. GACINA
 (Signature Over Printed Name of Supplier)
 24-10-2024
 (Date)

Fund Cluster: **101**
 Funds Available: **Office of the President**

SHIELA BUEN P. SERVAÑEZ, CPA
 Head, Accounting Office

ORS/BURS No: **161-MODE-24-10-1100**
 Date of the ORS/BURS: **10/24/2024**

Amount: **PhP137,288.00**



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 TIN : **448-048-505-00000**
 P.O. No. **24-10-0075**
 Date: **24 October 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)
TOTAL BROUGHT FORWARD			49		111,334.00
10	unit	Automatic Coffee Maker Specifications: • Size: 20.5*39.*26cm • From bean grinding to brewing all at once • You can enjoy the rich taste and aroma of fresh coffee. • 12 Cups capacity of 1.75L1 • It can brew up to 12 cups of coffee. • Convenient grinding and cleaning • After use, it can be washed with a detachable grinder and filter structure. • 24-Hour reservation function • You can use it smarter by setting the time schedule • Small volume extraction and pause function • Useful when you need a small amount of coffee or when you need a momentary pause.	1	11,316.00	11,316.00
11	unit	Single Burner Electric Stove	2	1,600.00	3,200.00
12	unit	Rice Cooker Specifications: • 1.5 liters capacity • For 6-8-person use • Metal cover • Direct heat cooking • Automatic keep warm • With thermal fuse protection	1	1,352.00	1,352.00
13	Unit	Water Dispenser Bottom loading (Hot, and Cold) Length:31cm Width:31cm Height:104cm, Heating: 500W/ Cooling: 85W	1	10,086.00	10,086.00
TOTAL CARRIED FORWARD			54	PhP	137,288.00

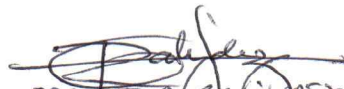
(Total Amount in Words) **ONE HUNDRED THIRTY-SEVEN THOUSAND, TWO HUNDRED EIGHTY-EIGHT PESOS ONLY**

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Very truly yours,


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

Conforme:


ROBERT G. GALILONE
 (Signature Over Printed Name of Supplier)
 09-24-2024
 (Date)

Fund Cluster: **101**
 Funds Available: **Office of the President**


SHIELA BUEN F. SERVAÑEZ, CPA
 Head, Accounting Office

ORS/BURS No: **101-MW06-24-10-1100**
 Date of the ORS/BURS: **10/24/2024**

Amount: **PhP137,288.00**