



ROMBLON STATE UNIVERSITY
PROCUREMENT MANAGEMENT OFFICE

Community Outreach Center, RSU-Main Campus, Liwanag, Odiongan, Romblon 5505
 Email: procurement@rsu.edu.ph
 Website: rsu.edu.ph



Management System
 ISO 9001:2015
 www.tuv.com
 ID: 9000018803



NOTICE TO PROCEED

December 05, 2024

MR. MARK S. GUDASEN

Account Executive
 Philippine Duplicators, Inc.
 CCC Bldg. KM 14 West Service Rd., Edison Ave., Merville, Parañaque City
 000-412-893-00000

Sir:

With the attached PURCHASE ORDER, the notice to proceed is hereby given to commence on the Project.

Purchase Order:	<u>24-12-0088</u>
P.O Date:	<u>December 04, 2024</u>
Contract Price:	<u>Php225,850.24</u>
Project Title:	<u>Supply and Delivery of Priort Ink and Master Roll for Gestetner Machine of Romblon State University</u>

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the agreement and in accordance with the implementation schedule.

Please acknowledge receipt and acceptance of this notice by signing copies of the space provided below.

Very truly yours,

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

Conformed:

MARK S. GUDASEN
 Account Executive
 Philippine Duplicators, Inc.

Date: December 05, 2024

RSU Vision

A research-based academic institution committed to excellence and service in nurturing globally competitive workforce towards sustainable development.

RSU Mission

Romblon State University shall nurture an academic environment that provides advanced education, higher technological and professional instruction and technical expertise in agriculture and fisheries, forestry, engineering and technology, education, humanities, sciences and other relevant fields of study and collaborate with other institutions and communities through responsive, relevant and research-based extension services.

RSU Quality Policy

Romblon State University commits to provide higher education through quality instruction, research, production, and community-based extension services that meet or exceed the requirements and expectations of the university's stakeholders. It will comply with international standards, applicable statutory and regulatory requirements, and continually improve the Quality Management System's effectiveness through periodic monitoring and evaluation toward sustained remarkable outcomes.

RSU Core Values

- Stewardship*
- Competence*
- Resilience*
- Integrity*
- Balance*
- Excellence*
- Service*

These Core Values serve as our guiding principle in our efforts to make ROMBLON STATE UNIVERSITY a recognized HEI in the region and beyond.



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon
 Tel No. (042) 567-5273
 Email: romblonstateu@gmail.com
 URL: rsu.edu.ph

Appendix 61



Management System
 ISO 9001:2015



PURCHASE ORDER

Project Title:	Supply and Delivery of Priport Ink and Master Roll for Gestetner Machine of Romblon State University		
ABC:	Php234,966.64	P.O. No.:	24-12-0088
Supplier:	Philippine Duplicators, Inc.	Date:	December 04, 2024
Address:	CCC Bldg. KM 14, West Service Rd., Edison Ave., Brgy. Merville, Parañaque City		Mode of Procurement:
TIN :	000-412-893-00000		Direct Contracting

Gentlemen:
 Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: RSU, Supply Office	Delivery Term: 15 CALENDAR DAYS
Date of Delivery : _____	Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	crg	Priport Ink Black JP-12 for DD 3344	40	1,115.52	44,620.80
2	crg	Priport Master CPMT17 for DD 3344	13	5,450.48	70,856.24
3	crg	Priport Ink Black for DX2430	55	1,080.24	59,413.20
4	crg	Priport Master for DX2430	26	1,960.00	50,960.00
		TOTAL	134		225,850.24

(Total Amount in Words) **TWO HUNDRED TWENTY-FIVE THOUSAND, EIGHT HUNDRED FIFTY PESOS AND TWENTY-FOUR CENTAVOS 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,

Mark S. Gudasen
Mark S. Gudasen

 (Signature Over Printed Name of Supplier)
December 04, 2024

 (Date)

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

Fund Cluster: 164	ORS/BURS No: 164-RSBE-24.12.270
Funds Available: LSHS and San Fernando	Date of the ORS/BURS: 12/4/2024
SHIELA BUEN F. SERVAÑEZ, CPA Head, Accounting Office	Amount: PhP225,850.24