



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 Office and ICT Equipment and Supplies for Romblon State University

ABC: PHP1,387,502.00

Supplier: Vilcen Enterprises
 Address: M.L. Quezon St., Lwanag, Odiongan, Romblon
 TIN: 154-008-573-00000

Date: 27-December-2024
Mode of Procurement: Public Bidding

P.O. No.: 24-12-0090

Delivery Term: 25 CALENDAR DAYS FROM RECEIPT OF NTP

Payment Term:

Place of Delivery: RSU, Supply Office

Date of Delivery:

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

Item 1: Ream cutter (A4 & A3)
 Size: A4 size (210mmx300mm)
 Size: A3 size (297mmx420mm)
 Type: Ream Cutting
 Capacity: A4: 400 sheets of 80gsm
 A3: 400 sheets of 80gsm
 Cutting width: 12.8"
 Cutting Width A3: 17"

Item 2: Ring Binder Machine Legal/Long/ F4 Size Heavy Duty Binding Machine 24 Rectangular
 Holes,
 Adjust all of pull-push pins.
 Margin adjustable range: 2.5mm - 6.5mm,
 The maximum punch ability: 20 pages (80gsm) PVC 6 sheets,
 The maximum binding ability: 500 pages,
 Hole distance: 14.3mm,
 Metal Body

Item 3: Wall clock- Wooden Design 30.5cm diameter (12 inches)

Item 4: Computer Table, with printer board, pull-out keyboard slot, with CPU storage, and with file storage, High Quality, Good Quality

Item 5: Corkboard, with backing and aluminum frame, 2' x 3' (H x W)

Item 6: Portable Rechargeable Wireless Bluetooth Speaker TWS TF Card USB Player Speaker
 Power 110V - 240V/50/60Hz

Item 7: Glass Swing Door Cabinet with Glass/Storage Cabinet, High Cabinet Office Cabinet, Open Storage cabinets Locking Adjustable Shelves, book case with doors, Dimension: W900mm x D400mm x 1850mm, Key Lock with 2 keys, 4 adjustable shelves inside (with reinforcing rib), 2 swing glass door

Item 8: Hard drive, External Portable, 1TB, Interface: USB 2.0, USB 3.0, 3.1, 3.2, System Compatibility: Formatted NTFS for Windows 10, 8, 7 and macOS

Item 9: 1080P Webcam with Microphone USB Desktop Laptop Computer Web Camera Plug 2MP Web Camera, 2MP CMOS Sensor, 1920x1080 Res.

Item 10: UPS 1500va (Uninterruptible Power Supply) with 8 Sockets and 2 Sockets UPS Battery Back up, Voltage Regulator, Surge Protector 8 Sockets and 2 Sockets UPS with 2 USB Charging Port 1500va; UPS 1500va

Item 11: 2.5 HP Split Type Dual Inverter Compressor Standard Airconditioning Unit with Kilowatt Manager and Installation

Item 12: 3 in 1 with CISS Print, Copy, Scan
 Printer

Stock No.	Unit	Description	Quantity	Unit Cost (in PHP)	Amount (in PHP)
1	unit	Ream cutter (A4 & A3) Size: A4 size (210mmx300mm) Size: A3 size (297mmx420mm) Type: Ream Cutting Capacity: A4: 400 sheets of 80gsm A3: 400 sheets of 80gsm Cutting width: 12.8" Cutting Width A3: 17"	1	9,850.00	9,850.00
2	unit	Ring Binder Machine Legal/Long/ F4 Size Heavy Duty Binding Machine 24 Rectangular Holes, Adjust all of pull-push pins. Margin adjustable range: 2.5mm - 6.5mm, The maximum punch ability: 20 pages (80gsm) PVC 6 sheets, The maximum binding ability: 500 pages, Hole distance: 14.3mm, Metal Body	1	14,950.00	14,950.00
3	piece	Wall clock- Wooden Design 30.5cm diameter (12 inches)	1	1,620.00	1,620.00
4	unit	Computer Table, with printer board, pull-out keyboard slot, with CPU storage, and with file storage, High Quality, Good Quality	2	2,330.00	4,660.00
5	piece	Corkboard, with backing and aluminum frame, 2' x 3' (H x W)	1	1,000.00	1,000.00
6	unit	Portable Rechargeable Wireless Bluetooth Speaker TWS TF Card USB Player Speaker Power 110V - 240V/50/60Hz	1	2,085.00	2,085.00
7	piece	Glass Swing Door Cabinet with Glass/Storage Cabinet, High Cabinet Office Cabinet, Open Storage cabinets Locking Adjustable Shelves, book case with doors, Dimension: W900mm x D400mm x 1850mm, Key Lock with 2 keys, 4 adjustable shelves inside (with reinforcing rib), 2 swing glass door	1	11,720.00	11,720.00
8	piece	Hard drive, External Portable, 1TB, Interface: USB 2.0, USB 3.0, 3.1, 3.2, System Compatibility: Formatted NTFS for Windows 10, 8, 7 and macOS	1	6,200.00	6,200.00
9	piece	1080P Webcam with Microphone USB Desktop Laptop Computer Web Camera Plug 2MP Web Camera, 2MP CMOS Sensor, 1920x1080 Res.	2	2,450.00	4,900.00
10	piece	UPS 1500va (Uninterruptible Power Supply) with 8 Sockets and 2 Sockets UPS Battery Back up, Voltage Regulator, Surge Protector 8 Sockets and 2 Sockets UPS with 2 USB Charging Port 1500va; UPS 1500va	2	9,050.00	18,100.00
11	piece	2.5 HP Split Type Dual Inverter Compressor Standard Airconditioning Unit with Kilowatt Manager and Installation	14	68,125.00	953,750.00
12	unit	3 in 1 with CISS Print, Copy, Scan Printer	2	10,920.00	21,840.00
TOTAL			29		1,050,675.00

(Total Amount in Words)One Million, Fifty Thousand, Six Hundred Seventy-Five Pesos****

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 items.

Very truly yours,

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

LMCIBO DE VILLEN
 (Signature Over Printed Name of Supplier)
 11/16/24
 (Date)

Conforme:

Fund Cluster: 101
 Funds Available: ICTSC, CARES, and Budget Office

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

Amount: PHP1,050,675.00

ORS/BURS No.: 161-MOE-24-12-1296
 Date of the ORS/BURS: 12/27/2024

161-co-24-12-1295

Contract Agreement Form for the Procurement of Goods (Revised)

CONTRACT AGREEMENT

THIS AGREEMENT made the 27th day of December 2024 between ROMBLON STATE UNIVERSITY of the Philippines (hereinafter called "the Entity") of the one part and VILLEN ENTERPRISES of M.L. Quezon St., Liwanag, Odiongan, Romblon (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly Solicitation No. RSU-2024-11-091, Supply and Delivery of Office and ICT Equipment and Supplies for Romblon State University (ABC: PhP1,387,502.00), and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **One Million, Fifty Thousand, Six Hundred Seventy-Five Pesos Only (PhP1,050,675.00)** (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz:

- i. Philippine Bidding Documents (PBDs);
 - ii. Schedule of Requirements;
 - iii. Technical Specifications;
 - iv. General and Special Conditions of Contract; and
 - v. Supplemental or Bid Bulletins, if any
- ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
- Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of **One Million, Fifty Thousand, Six Hundred Seventy-Five Pesos Only (PhP1,050,675.00)** or such other sums as may be ascertained, Villen Enterprises agrees to complete the supply and delivery of goods within twenty-five (25) calendar days from receipt of the Notice to Proceed in accordance with his/her/its Bid.

4. The Romblon State University agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

PACIFICO M. BANTANG, JR.
Notary Public
Up to December 31, 2025
Roll No. 33986
IBP OR No. 322830/10-28-23
PTR No. 6158829/01-02-25

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IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day, year and place written.

Known to me to be the same persons who executed the foregoing instrument consisting of two (2) pages including the page on which this Acknowledgement is written and they confirmed and acknowledged to me that the same is their own free and voluntary deed and that of the agency, which they respectively represent.

MS. LILYBETH C. FONDEVILLA
I.D. No. 01-01 Odiongan, Romblon July 30, 2020
Place of Issue Date of Issue
JSS # 33-172174-0

BEFORE ME, this 27 day of Dec, 2024 in Odiongan, Romblon, Philippines personally came and appeared (Odiongan, Romblon) S. S. Republic of the Philippines

ACKNOWLEDGEMENT

MERIAN P. CATAJAY-MANI, Ed.D., CESE
University President
for:
Romblon State University

MS. LILYBETH C. FONDEVILLA
Owner
for:
Vilcen Enterprises

IN WITNESS whereof the Parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.