



PURCHASE ORDER
Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
Obrero Campus, Bo, Obrero, Davao City

Supplier : GH OFFICE DEPOT
Address : 88-8A T. Monteverde Ave., Davao City
TIN : 000-074-144-000 VAT

P.O. No. : 2019-08-0582
Date : August 07, 2019
Mode of Procurement : Shopping

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

Place of Delivery : Supply and Management Unit		Delivery Term : 25 days	Quantity	Unit Cost	Amount
Date of Delivery :		Payment Term : 15 days			
Stock/Property No.	Unit	Description			
2	piece	2 Layer Document Desk Tray, metal	3	260.00	780.00
33	piece	CARD CASE, A4 size, (CC-A4)	200	24.30	4,860.00
36	piece	CERTIFICATE HOLDER, A4 size	30	37.20	1,116.00
49	piece	ENVELOPE, brown, legal size	170	1.60	272.00
50	piece	ENVELOPE, brown, short	150	1.20	180.00
52	piece	ENVELOPE, plastic, Legal size	60	5.60	336.00
60	pack	FILE FOLDER, tagboard, Legal size, brown, 100's/pack	40	872.00	14,880.00
74	pack	FOLDER, Tagboard Legal size, 100 PCS/PACK, white	58	877.00	21,866.00
75	piece	FOLDER, white, long	390	3.80	1,482.00
81	ttl	GLUE, all purpose, 1010 grams	3	287.50	862.50
92	piece	MARKING PEN, permanent, bullet tip, black, refillable	8	30.80	246.40
98	piece	MARKING PEN, permanent, bullet tip, blue, refillable	8	30.80	246.40
94	piece	MARKING PEN, permanent, bullet tip, red, refillable	8	30.80	246.40
123	unit	PAPER SHREDDER, 8 sheets paper capacity 2.2m. min shredding speed 70db noise level, shreds CD and credit card, overhead protection, 13L bin capacity 2min on/40 min off duty cycle	4	3,412.50	13,650.00
141	roll	ELASTIC COVER, (Book/Notebook Cover) Clear Roll (Standard) 2.6	2	506.00	1,012.00
146	pad	PVC BOOKBINDING COVER, long, 300 mic, size: 217mm x 381mm, 100 pcs/pad	2	571.20	1,142.40
147	pad	PVC BOOKBINDING COVER, short, 100 pcs.	2	468.00	936.00
153	piece	SCISSORS, heavy duty, 7"	3	41.70	125.10
155	box	SIGN PEN, black, 0.7, 12pcs/box	6	216.70	1,300.20
156	box	SIGN PEN, blue, 0.7, 12pcs/box	6	216.70	1,300.20
162	piece	SIGN PEN, 0.40, green	80	60.00	4,800.00
163	piece	SIGN PEN, G-Tech-C4 refill, blue	50	36.50	1,825.00
164	piece	SIGN PEN, G-Tech-C4 refill, black	90	36.50	3,285.00
178	pack	STICKER PAPER, legal size, 10 sheets/pack, matte ***Nothing Follows***	15	22.40	336.00
		Fund 101 - Consolidated			
		Total Amount			74,895.60
		less tax 1%		668.71	
		less tax 5%		3,943.55	4,012.26
					70,883.34

SEVENTY THOUSAND EIGHT HUNDRED EIGHTY-THREE PESOS & 34/100 ONLY

In case of failure to make the 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.

Conforms:

MARK ANTHONY PANOS

Signature over Printed Name of Supplier

Date

OFFICE OF THE AUDITOR
USEP
Very truly yours,

RECEIVED BY: Janeth

DATE/TIME: OCT 10 2019 9:19 AM
LJUISA B. FAUNILLAN
Vice President for Administration

Fund Cluster: 01 - RAF
Funds Available:

ORSBURS No. : 02/11/17/2019-08-00-228
Date of the ORSBURS: 8/14/19
Amount : P 74,895.00

ROLANDO B. ENRIQUEZ
Director, Finance Division

8/15