

**PURCHASE ORDER**

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



Supplier : **NBA-GEN. MERCHANDISE**

Address : **Clores Bldg. Quezon St. Pob. Malita, Davao Occidental**

TIN : **107-006-590-001VAT**

P.O. No. : **2020-08-0203**

Date : **AUGUST 3, 2020**

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**  
 Date of Delivery : **8/20/20**

Delivery Term : **25 days**  
 Payment Term : **15 days**

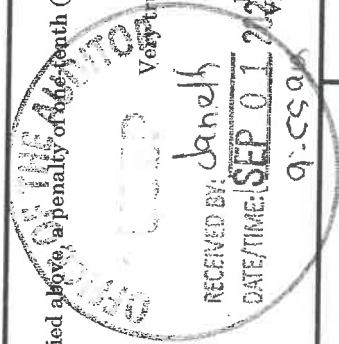
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
29	piece	DOCUMENT TRAY HOLDER, 4 layers	5	400.00	2,000.00
33	piece	ENVELOPE, Expanding, plastic (legal) red	12	45.00	540.00
41	pack	FOLDER/TAB, legal, white	12	150.00	1,800.00
42	pack	FOLDER/TAB,A4, brown	12	120.00	1,440.00
63	ream	PAPER, Multi-Purpose(COPY) 70gsm, (Legal)	61	190.00	11,590.00
65	ream	PAPER, Multi-Purpose(COPY) 70gsm, (A4)	141	165.00	23,265.00
66	ream	PAPER, Multi-Purpose(COPY) 80gsm, (Legal)	100	230.00	23,000.00
67	ream	PAPER, Multi-Purpose(COPY) 80gsm, (A4)	73	198.00	14,454.00
93	roll	TAPE, masking, 48mm 50 meters length.	70	30.00	2,100.00
***Nothing Follows***					
PC: 164 PR#: 2020-03-1978 DP: 3/19/2020					
Fund 164 - Consolidated					

Total Amount ..... **80,189.00**  
 less tax 1% ✓ **715.97**  
 less tax 5% ✓ **3,579.87**  
**- 75,893.16**

**SEVENTY-FIVE THOUSAND EIGHT HUNDRED NINETY-THREE PESOS & 16/100 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.

Conforme:



Very truly yours,

*LUISA B. FAUNILLAN*

Signature over Printed Name of Supplier

**8/25/20**

Date

MA. LUISA B. FAUNILLAN  
 Vice Resident for Administration

Fund Cluster: **05 - IGF**

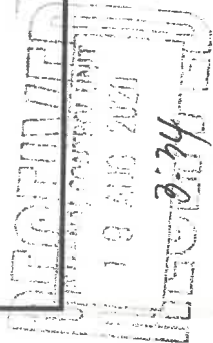
Funds Available :

ORS/BURS No.: **02206441-1020-08-1034**

Date of the ORS/BURSAUG **19 2020**

Amount: **80,189.**

**ROLANDO E. ENRIQUEZ**  
 Director, Finance Division



DBP 0915-010315-030

**PURCHASE ORDER**

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

Supplier: **STAR BRIGHT OFFICE DEPT INC.**

Address: **Quirino Avenue, General Santos City, South Cotabato**

TTN: **005-786-89-000**

P.O. No.: **2020-08-0204**

Date: **AUGUST 3, 2020**

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**  
 Date of Delivery: **Sept. 31, 2020**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
2	piece	ARC FILE, FOLDER, legal, red	20	74.10	1,482.00
5	box	BALPEN, ordinary, Black	4	197.50	790.00
6	box	BALPEN, ordinary, Red	2	197.50	395.00
7	box	BALPEN, ordinary, Blue	2	197.50	395.00
36	box	FASTENER, plastic	10	26.40	264.00
37	piece	FOLDER WHITE with plastic cover, long	60	11.35	681.00
44	jar	GLUE, Multi purpose, 200 grams min.	5	36.15	180.75
55	ream	PAPER COLORED, legal, sub. 24, yellow	75	314.00	23,550.00
56	ream	PAPER COLORED, legal, sub. 24, green	75	314.00	23,550.00
69	ream	PAPER, Mimco, White, sub. 24, green	10	157.00	1,570.00
73	pack	PHOTO PAPER, A4, 180gsm, 10's/pack, glossy	53	53.30	2,824.90
77	pair	SCISSORS, (Medium size)	10	29.00	290.00
78	pair	SCISSORS, (7"), steel handle or high quality scissors	5	30.00	150.00
80	piece	SIGN PEN, gel ink, (0.5mm), Black	119	16.00	1,904.00
81	piece	SIGN PEN, gel pen, (0.5mm), red	34	16.00	544.00
		RC: 164			
		PK# 2020-08-0204			
		DPD 3/9/2020			
		Fund 164 - Consolidated			

Total Amount ..... **58,570.65**  
 less tax 1% **522.95**  
 less tax 5% **2,614.76**  
**3,137.71**  
**55,432.94**

**FIFTY-FIVE THOUSAND FOUR HUNDRED THIRTY-TWO PESOS & 94/100 ONLY.**

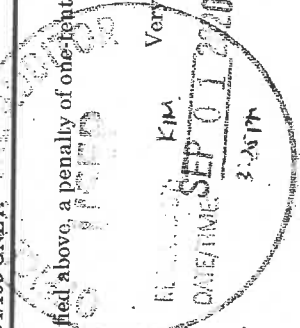
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conformic:

*Andres Fer Duran*  
**ANDRES FER DURAN**  
 Signature over  
 8/27/2020  
 Date

Very truly yours,

*MA. LUISA B. FAUNILLAN*  
**MA. LUISA B. FAUNILLAN**  
 Vice President for Administration



Fund Cluster: **05 - IGF**

Funds Available:

**ROLANNO ENRIQUEZ**  
 Director, Finance Division

02206441-1020-08-1041  
 ORS/BURS No.:  
 Date of the ORS/BURS: **AUG 19 2020**  
 Amount: **58,570.65**

8/20/20  
 DBP 0915-010315-03D

Republic of the Philippines  
 University of Southwestern Philippines  
 Obrero Campus, Bo. Obrero, Davao City  
 ABSTRACT OF BIDS AND AWARDS  
 Opened at BAC Office at 10:00am on JULY 2, 2020  
 P.R #: 2020-03-1978 Dated: MARCH 19, 2020

2020.08.0199

Item No.	Qty.	Unit	PARTICULARS	APPROVED BUDGET FOR THE CONTRACT	STAR BRIGHT OFFICE DEPT INC.	PRINCE EDUCATIONAL SUPPLY	V S TAY INCORPORATED	NBA -GENERAL MERCHANDISE	REMARKS
1	379	bottle	ALCOHOL, 70% (isopropyl) 500ml	Unit Price 85.00	Unit Price 0.00	Unit Price 129.50	Unit Price none	Unit Price 0.00	RB More than ABC
2	20	piece	ARC FILE, FOLDER, legal, red	Unit Price 450.00	Unit Price 1,482.00	Unit Price 2,900.00	Unit Price 3,400.00	Unit Price N/A	X
3	20	pack	BOARD Paper, long, 250gsm	Unit Price 250.00	Unit Price N/A	Unit Price 31.50	Unit Price 630.00	Unit Price 580.00	X
4	20	pack	BOARD Paper, A4, 250 gsm	Unit Price 240.00	Unit Price 4,800.00	Unit Price 0.00	Unit Price N/A	Unit Price N/A	X
5	4	box	BALLEN, ordinary, Black	Unit Price 190.00	Unit Price 760.00	Unit Price 197.50/box	Unit Price 790.00	Unit Price 54.00	RB only 1 quoted
6	2	box	BALLEN, ordinary, Red	Unit Price 190.00	Unit Price 380.00	Unit Price 197.50/box	Unit Price 395.00	Unit Price 108.00	X offered 50 pcs/box
7	2	box	BALLEN, ordinary, Blue	Unit Price 190.00	Unit Price 380.00	Unit Price 197.50/box	Unit Price 395.00	Unit Price 108.00	X offered 50 pcs/box
8	14	piece	BALLEN, ordinary, Black	Unit Price 190.00	Unit Price 2,660.00	Unit Price 98.70	Unit Price 4.25	Unit Price 63.00	X
9	14	piece	BALLEN, ordinary, Blue	Unit Price 190.00	Unit Price 2,660.00	Unit Price 7.05/pc	Unit Price 98.70	Unit Price 4.25	X
10	18	pack	CARTOLINA, assorted color, 20 pcs per pack	Unit Price 180.00	Unit Price 3,240.00	Unit Price N/A	Unit Price 2,070.00	Unit Price 1,980.00	X
11	2	piece	CALCULATOR, compact, 12 digits	Unit Price 1,300.00	Unit Price 2,600.00	Unit Price 1,665.00	Unit Price 270.00	Unit Price 305.00	X
12	60	piece	CERTIFICATE HOLDER, A4 size, Leather	Unit Price 200.00	Unit Price 12,000.00	Unit Price N/A	Unit Price 2,190.00	Unit Price none	X
13	12	pack	CERTIFICATE PAPER, A4, 20's/pack, 150 gsm	Unit Price 100.00	Unit Price 1,200.00	Unit Price N/A	Unit Price 510.00	Unit Price none	RB only 1 quoted
14	12	piece	CHAIR, MONOBLOCK, beige, with backrest, w/o arm rest	Unit Price 600.00	Unit Price 7,200.00	Unit Price 467.00/pc	Unit Price 5,604.00	Unit Price 4,740.00	X
15	2	piece	CLIPBOARD/cover, foldable, legal, dark blue	Unit Price 200.00	Unit Price 400.00	Unit Price N/A	Unit Price 199.00	Unit Price none	X
16	17	piece	CLEARBOOK, 20 transparent pockets, A4 size	Unit Price 60.00	Unit Price 1,020.00	Unit Price N/A	Unit Price 54.00	Unit Price none	X
17	129	piece	CLEARBOOK, 20 transparent pockets, legal size	Unit Price 60.00	Unit Price 7,800.00	Unit Price 35.00/pc	Unit Price 420.00	Unit Price 29.00	X
18	129	piece	CORRECTION TAPE, 6 meters(min), refillable	Unit Price 50.00	Unit Price 6,450.00	Unit Price N/A	Unit Price 68.75	Unit Price 9,546.00	RB More than ABC
19	5	pack	CORRECTION TAPE, refill	Unit Price 130.00	Unit Price 650.00	Unit Price 69.00/Pck	Unit Price 345.00	Unit Price 360.00	X
20	2	ream	CONSTRUCTION PAPER, assorted color	Unit Price 300.00	Unit Price 600.00	Unit Price 224.00/ream	Unit Price 448.00	Unit Price 155.00	X
21	50	pack	CONSTRUCTION PAPER, white, letter size, 20's/pack	Unit Price 300.00	Unit Price 15,000.00	Unit Price N/A	Unit Price 24.50	Unit Price none	X
22	50	pack	CONSTRUCTION PAPER, yellow, letter size, 20's/pack	Unit Price 300.00	Unit Price 15,000.00	Unit Price N/A	Unit Price 24.50	Unit Price none	X
23	50	pack	CONSTRUCTION PAPER, blue, letter size, 20's/pack	Unit Price 300.00	Unit Price 15,000.00	Unit Price N/A	Unit Price 24.50	Unit Price none	X
24	50	pack	CONSTRUCTION PAPER, green, letter size, 20's/pack	Unit Price 300.00	Unit Price 15,000.00	Unit Price N/A	Unit Price 24.50	Unit Price none	X
25	8	piece	CUTTER KNIFE, for general purpose	Unit Price 200.00	Unit Price 1,600.00	Unit Price 43.25/pc	Unit Price 346.00	Unit Price 92.00	X
26	23	piece	DATA FILE BOX, made with chipboard, with closed ends	Unit Price 450.00	Unit Price 10,350.00	Unit Price N/A	Unit Price 0.00	Unit Price 130.00	X
27	3	piece	DATA FILE BOX, made with chipboard, with taglia lock	Unit Price 450.00	Unit Price 1,800.00	Unit Price 101.00/pc	Unit Price 404.00	Unit Price 130.00	X
28	3	piece	DATER	Unit Price 800.00	Unit Price 2,400.00	Unit Price 140.20/pc	Unit Price 420.00	Unit Price 270.00	X
29	5	piece	DOCUMENT TRAY HOLDER, 4 layers	Unit Price 400.00	Unit Price 2,000.00	Unit Price N/A	Unit Price 0.00	Unit Price none	X
30	1	box	ENVELOPE, DOCUMENTARY, for A4 size document, 500's/box	Unit Price 2,000.00	Unit Price 2,000.00	Unit Price 750.00/box	Unit Price 720.00	Unit Price 590.00	X
31	2	box	ENVELOPE, DOCUMENTARY, legal, 500's/box	Unit Price 2,000.00	Unit Price 4,000.00	Unit Price 1000.00/box	Unit Price 2,000.00	Unit Price 1,560.00	X
32	2	box	ENVELOPE, EXPANDING kraftboard, for legal size documents, 100/box	Unit Price 700.00	Unit Price 1,400.00	Unit Price 950.00/box	Unit Price 1,900.00	Unit Price 975.00	RB More than ABC
33	20	piece	ENVELOPE, Expanding, plastic (legal) red	Unit Price 50.00	Unit Price 600.00	Unit Price 67.00/pc	Unit Price 804.00	Unit Price 822.00	X
34	20	piece	ENVELOPE, brown, (legal)	Unit Price 50.00	Unit Price 1,000.00	Unit Price 2.00/pc	Unit Price 40.00	Unit Price 36.00	X
35	32	piece	ERASER, plastic rubber, for pencil draft/writing	Unit Price 20.00	Unit Price 640.00	Unit Price 13.75/pc	Unit Price 440.00	Unit Price 208.00	X
36	10	box	PASTENER, plastic	Unit Price 200.00	Unit Price 2,000.00	Unit Price 26.40/box	Unit Price 264.00	Unit Price 275.00	X
37	2	box	FOLDER WHITE, with plastic cover, long	Unit Price 60.00	Unit Price 3,600.00	Unit Price 11.85/pc	Unit Price 681.00	Unit Price none	X
38	2	box	FOLDER, pressboard, legal	Unit Price 1,300.00	Unit Price 2,600.00	Unit Price N/A	Unit Price 0.00	Unit Price 975.00	X
39	1	box	FOLDER tagboard, legal size, 100's/box	Unit Price 1,500.00	Unit Price 1,500.00	Unit Price N/A	Unit Price 0.00	Unit Price 400.00	X
40	6	piece	FOLDER, transparent, long	Unit Price 25.00	Unit Price 150.00	Unit Price N/A	Unit Price 0.00	Unit Price 4.50	X
41	12	pack	FOLDER/TAB, legal, white	Unit Price 250.00	Unit Price 3,000.00	Unit Price N/A	Unit Price 0.00	Unit Price none	X
42	12	pack	FOLDER/TAB, A4, brown	Unit Price 250.00	Unit Price 3,000.00	Unit Price N/A	Unit Price 0.00	Unit Price none	X
43	30	piece	FOLDER, report cover, long/sliding bar, assorted color, plastic	Unit Price 20.00	Unit Price 600.00	Unit Price N/A	Unit Price 0.00	Unit Price 17.50	X
44	5	jar	GLUE, Multi purpose, 200 grams min.	Unit Price 75.00	Unit Price 375.00	Unit Price 36.15/Bot	Unit Price 180.75	Unit Price 40.00	X
45	2	piece	GLUE GUN	Unit Price 250.00	Unit Price 500.00	Unit Price 247.00/pc	Unit Price 494.00	Unit Price 120.00	X
SUB-TOTAL				199,050.00	4,187.75	17,211.75	8,105.00	5,780.00	

2020.08.0199

Item No.	Qty.	Unit	PARTICULARS	APPROVED BUDGET FOR THE CONTRACT	STAR BRIGHT OFFICE DEPT INC.	PRINCE EDUCATIONAL SUPPLY	V S TAY INCORPORATED	NBA - GENERAL MERCHANDISE	REMARKS
46	9	pack	GLOSSY PHOTO STICKER PAPER A4,180gsm, 20's/pc	350.00	N/A	104.50	58.00	330.00	2,970.00
47	5	box	INDEX TAB,self adhesive, bset/box, assorted colors	75.00	N/A	84.95	72.00	360.00	0.00
48	5	set	MARKER, fluorescent, 3 colors per set, assorted	65.00	N/A	206.25	37.50	187.50	0.00
49	24	set	MARKING PEN, whiteboard bullet type, black	65.00	48.45/pc	1,162.80	474.00	1,200.00	84.00
50	2	piece	MARKING PEN, permanent, bullet type, black	65.00	31.00/pc	62.00	39.50	66.00	84.00
51	5	piece	MAGAZINE FILE HOLDER, red, 9.5"H x 4"W x 15.5L	300.00	N/A	125.00	625.00	650.00	0.00
52	40	pad	NOTEPAD, stick on (2"x3"), 100 sheets per pad	208.00	N/A	13.50	540.00	680.00	1,000.00
53	30	pad	NOTEPAD, stick on (3"x4"), 100 sheets per pad	208.00	N/A	17.50	525.00	630.00	900.00
54	1	pad	NOTEPAD, stick on (3"x4") 100 sheets per pad	208.00	N/A	24.50	27.00	27.00	45.00
55	75	ream	PAPER COLORED, legal, sub. 24, yellow	360.00	314.00/Rm	22,550.00	345.00	25,875.00	0.00
56	75	ream	PAPER COLORED, legal, sub. 24, green	360.00	314.00/Rm	22,550.00	345.00	25,875.00	0.00
57	1	piece	PAPER CUTTER, heavy duty	1,000.00	2,012.20/pc	950.00	865.00	865.00	980.00
58	3	box	PAPER CLIP, vinylplastic coated, 32mm, 100-146/box	250.00	11.40/box	34.20	9.00	27.00	360.00
59	3	box	PAPER CLIP, vinylplastic coated, 48mm, 100-146/box	250.00	N/A	18.45	55.35	57.00	360.00
60	3	box	PAPER CLIP, vinylplastic coated, 50mm, 100-146/box	250.00	21.00/box	63.00	55.35	57.00	360.00
61	4	piece	Plastic Desktop Drawers, polyester, 250wx340x270h, can fit legal size paper, 6 drawers	500.00	N/A	2,950.00	11,800.00	0.00	0.00
62	50	pack	PAPER, Laid, A4, beige	350.00	N/A	21.75	1,087.50	0.00	12,500.00
63	61	ream	PAPER, Multi-Purpose(COPY) 70gsm, (Legal)	250.00	195.00/Rm	11,895.00	195.00	11,895.00	11,590.00
64	32	ream	PAPER, Multi-Purpose (COPY) 70gsm, (Letter)	250.00	165.00/Rm	5,280.00	178.00	5,696.00	5,600.00
65	141	ream	PAPER, Multi-Purpose(COPY) 70gsm, (A4)	250.00	170.00/Rm	23,970.00	174.00	25,944.00	23,265.00
66	100	ream	PAPER, Multi-Purpose(COPY) 80gsm, (Legal)	250.00	233.00/Rm	24,400.00	253.00	25,300.00	23,000.00
67	73	ream	PAPER, Multi-Purpose(COPY) 80gsm, (A4)	250.00	N/A	220.00	16,060.00	15,257.00	14,454.00
68	20	ream	PAPER, Mimeo, Whitewove, substance 18, (A4)	250.00	N/A	0.00	2,840.00	3,240.00	0.00
69	10	ream	PAPER, Mimeo, Whitewove, substance 18, (Legal)	250.00	157.00/Rm	1,600.00	175.00	1,750.00	0.00
70	20	pack	PAPER, vellum, long, white	200.00	26.35	527.00	450.00	580.00	3,000.00
71	23	box	PENCIL, lead,w/eraser(medium), 1 dozen per box	150.00	72.90/doz	1,676.70	72.00	1,656.00	3,450.00
72	1	piece	PENCIL, sharpener, 1 piece in individual plastic case	300.00	263.25/pc	263.25	9.50	245.00	280.00
73	53	pack	PHOTO PAPER, A4, 180gsm, 10's/pc, glossy	150.00	53.30	2,824.90	1,855.00	0.00	7,685.00
74	7	case	PUSH PIN,flat head type, assorted colors, 100's/case	180.00	30.00/box	210.00	24.00	168.00	0.00
75	2	piece	RULER, plastic, 450mm (18"), width:38mm min	48.00	N/A	0.00	57.00	96.00	0.00
76	7	piece	RULER, METAL	48.00	33.80/pc	236.60	19.00	133.00	0.00
77	10	pair	SCISSORS, (Medium size)	450.00	29.00/pc	290.00	29.00	290.00	1,700.00
78	5	pair	SCISSORS, (7"), steel handle or high quality scissors	450.00	30.00/pc	150.00	162.50	255.00	900.00
79	1	set	SCISSORS, heavy duty, 8"	450.00	55.60	39.50	64.00	250.00	250.00
80	81	piece	SIGN PEN, gel pen, (0.5mm), Black	45.00	1,904.00	1,904.00	18.50	2,201.50	5,355.00
81	34	piece	SIGN PEN, gel pen, (0.5mm), red	45.00	544.00	637.50	18.50	629.00	1,530.00
82	85	box	SIGN PEN, gel pen, (0.5mm), blue	45.00	16.00/pc	1,360.00	18.50	1,572.50	3,825.00
83	5	box	SIGN PEN, (0.3mm), blue (Branded)	45.00	N/A	0.00	3,800.00	64.00	320.00
84	5	box	SIGN PEN, (0.3mm), black (Branded)	60.00	N/A	0.00	3,800.00	64.00	320.00
85	2	box	SIGN PEN, (0.3mm), red (Branded)	60.00	N/A	0.00	3,800.00	64.00	320.00
86	2	box	SIGN PEN, (0.7mm), blue	60.00	N/A	0.00	3,800.00	64.00	320.00
87	2	doz	STICK GLUE	50.00	N/A	0.00	276.00	150.00	300.00
88	35	pack	STICKER PAPER, A4, 10's/pc	45.00	1,764.00	1,225.00	30.00	1,050.00	2,275.00
89	72	pad	TAG FLAGS, sticky notes with arrow sign	60.00	N/A	0.00	162.00	11,664.00	3,240.00
SUB-TOTAL				449,100.00	58,570.65	33,410.15	11,467.50	78,089.00	
FORWARDED BALANCE				199,050.00	4,187.75	17,211.75	8,105.00	5,780.00	





**University of Southeastern Philippines**  
*Bids and Awards Committee*

**CERTIFICATION**

This is to certify that the Request for Quotation (RFQ) for the *Procurement of Office Supplies 164 Consolidated-1<sup>st</sup> Quarter of CY 2020 at USEP Obrero Campus, Davao City* with an Approved Budget for the Contract: **Four Hundred Ninety-Six Thousand Seven Hundred Fifty Pesos only (Php.496,750.00)** was posted in the following conspicuous place in the University.

- Bulletin board near the main gate
- Bulletin board at the Trade Crafts Training & Production Building.

The said RFQ was posted in the mentioned conspicuous places starting **March 29-31, 2020.**

Issued on May 26, 2020 at USEP, Obrero, Davao City.

A handwritten signature in black ink, appearing to read "OLIVIA D. ESTREMOS".

**OLIVIA D. ESTREMOS**  
BAC Secretariat Head