



**PURCHASE ORDER**

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

Supplier : <b>Gakken (Phils.) Inc.</b>	P.O. No. : <b>2020-10-0273</b>
Address : <b>130 GPI Bldg., Cor. A. Lake St. Aurora Blvd. Davao City</b>	Date : <b>OCTOBER 13, 2020</b>
TIN : <b>004-475-204-002 VAT</b>	Mode of Procurement : <b>Shopping</b>

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

Place of Delivery : <b>Supply and Management Unit</b>	Delivery Term : <b>25 days</b>
Date of Delivery : <b>Nov. 23, 2020</b>	Payment Term : <b>15 days</b>


Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	cart	DRUM Cartridge (for Fuji photocopier-DOCU CENTRE S2220)	2	15,000.00	✓ 30,000.00
2	cart	DUPLO INK, BLACK INK DA14	7	974.00	✓ 6,818.00
3	cart	DUPLO MASTER ROLL DP RA12	8	4,710.00	✓ 37,680.00
6	cart	TONER CART, DOCU CENTRE S2220 (for Fuji Xerox)	1	4,300.00	✓ 4,300.00
8	cart	TONER INK, DOCU CENTRE S2011 (PHOTOCOPIER)	6	4,300.00	✓ 25,800.00
***Nothing Follows***					
RC 101 PR# 2020-09-2122 DTP: 9/17/2020					
Fund 101 - Consolidated					

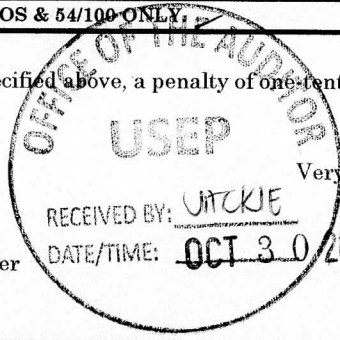
Total Amount ..... 104,598.00  
 less tax 1% 933.91 ✓  
 less tax 5% 4,669.55 ✓ 5,603.46 ✓  
**98,994.54**

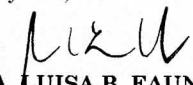
**NINETY-EIGHT THOUSAND NINE HUNDRED NINETY-FOUR PESOS & 54/100 ONLY**

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:

  
**GLENON BUZON**  
 Signature over Printed Name of Supplier  
 10/29/20  
 Date



Very truly yours,  
  
**MA. LUISA B. FAUNILLAN**  
 Vice President for Administration

Fund Cluster: **01 - RAF**  
 Funds Available : \_\_\_\_\_  
**ROLANDO B. ENRIQUEZ**  
 Director, Finance Division

ORS/BURS No. : **02/10/10/2020-10-106**  
 Date of the ORS/BURS: **10/20/2020**  
 Amount : **104,598.00**  
 10/13/20

RECEIVED  
 INTERNAL CONTROL UNIT  
 22 OCT 2020  
 8:30

fm 10/15