



PURCHASE ORDER

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

Supplier: **VS TAX, INCORPORATED** P.O. No.: **2019-11-1057**
 Address: **125 R. Magsaysay Avenue, Davao City** Date: **NOVEMBER 19, 2019**
 TIN: **002-623-291-000** 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			
Date of Delivery: 01-09-20		Payment Term: 15 days			
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
2	piece	BALLPEN, black 0.5	60	4.00	240.00
3	piece	BALLPEN, blue 0.5	60	4.00	240.00
10	unit	BATTERY CHARGER with Two AA Batteries in the Slot and Two	1	521.00	521.00
11	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	165	20.00	3,300.00
13	ream	BINDING COVER, legal size	10	560.00	5,600.00
15	pack	BOARD PAPER, long, Yellow (10 pack/act)	120	81.45	9,774.00
19	ream	BOARD PAPER, subs. 24, color green, short size	10	259.70	2,597.00
21	ream	BOARD PAPER, subs. 24, color yellow, short size	10	259.70	2,597.00
22	piece	CARBON COPY TAPE, film base type, UL 6m min	574	15.00	8,610.00
24	piece	FOOTER, expanding, white with green edge, long	100	17.00	1,700.00
25	box	FASTENER, 7cm x 2", plastic, assorted colors	27	27.25	735.75
26	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	208	12.00	2,496.00
27	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	280	17.00	4,760.00
29	pack	NOTE PAD, stick-on, NEON color, assorted, 2" x 3" size	2	19.00	38.00
30	pack	NOTE PAD, stick-on, NEON color, assorted, 3" x 3" size	18	21.50	387.00
31	piece	NOTEBOOK, stenographer, spiral, 40 leaves	2	11.50	23.00
35	ream	PAPER, MULTICOPIY, 80 gsm, size: 216mm x 279mm (letter)	5	200.00	1,000.00
37	ream	PAPER, Multi-Purpose: (COPY) A4, 70 gsm	905	174.00	157,470.00
39	ream	PAPER, Multi-Purpose, short size, 70 gsm	20	164.70	3,294.00
41	box	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	12	228.00	2,736.00
42	box	SIGN PEN, blue, 0.7 (12pcs/box)	12	228.00	2,736.00
43	piece	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	419	19.00	7,961.00
44	piece	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	837	19.00	15,903.00
45	piece	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip	331	19.00	6,289.00
46	box	SIGN PEN, black, retractable, liquid/gel ink, 0.7mm needle tip	21	627.00	13,167.00
47	box	SIGN PEN, blue, retractable, liquid gel ink, 0.7mm needle tip	21	627.00	13,167.00
48	box	SIGN PEN, red, retractable, liquid/gel ink, 0.7mm needle tip	10	609.60	6,096.00
***Nothing Follows**					
Fund 101 - Consolidated					
Total Amount 258,107.75					
less tax 1% - 2,904.63					
less tax 5% - 1,522.67					
- 19,827.20					
- 244,280.55					

TWO HUNDRED FORTY-FOUR THOUSAND TWO HUNDRED EIGHTY PESOS & 55/100 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:

GRETCHEN S. V. IAC
 Signal Sales & Procurement Supervisor
 Date: **12-19-19**

Very truly yours,

M. LUISA B. FAUNILLAN
 Vice President for Administration



Fund Cluster: **01-RAF**
 Date of Delivery: **12-19-2019**
3 DEC 2019

ROLANDO Y. ENRIQUEZ
 Director, Finance Division

ORS/BURS No.: **ORSMW19-1201128**
 Date of the ORS/BURS: **12/2/19**
 Amount: **₱ 258,107.55**