



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

Supplier: GH Office Depot
 Address: 88A Monte Verde Ave., Davao City
 TIN: 000-074-144 VAT

P.O. No.: 2019-09-0720
 Date: September 24, 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			
Date of Delivery:		Nov. 1, 2019			
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
7	pc	WITCH FILE FOLDER with 3 side rings, color red, A4 size, Copyright	10	190.90	1,909.00
8	pc	BALLPOINT PEN, black, 0.5, G2, supergrip, retractable	410	54.90	22,509.00
9	pc	BALLPOINT PEN, blue, 0.5, G2, supergrip, retractable	440	54.90	24,156.00
10	pc	BALLPOINT PEN, red, 0.5, G2, supergrip, retractable	60	54.90	3,294.00
15	pack	BATTERY, size 9 volts, 1pc/pack, Eveready	25	86.00	2,125.00
17	pc	BATTERY, rechargeable, 9V, 175mah, energizer	5	503.70	2,518.50
29	pc	CERTIFICATE HOLDER, A4 size	80	40.20	1,206.00
35	pc	CORRECTION TAPE, refillable w/ case	45	53.80	2,421.00
50	pc	FOLDER, expanding, yellow color, legal size, Local	50	10.30	515.00
52	box	FOLDER, pressboard, 210mm x 370mm, 100's/box, red, Local	3	1,030.00	3,090.00
58	box	FOLDER, pressboard, 240mm x 370mm, 100's/box, blue, Local	5	1,080.00	5,150.00
54	box	FOLDER, pressboard, 240mm x 370mm, 100's/box, green, Local	5	1,030.00	5,150.00
55	pack	FOLDER, Tagboard, A4, 100pcs/pack, white	55	377.60	20,768.00
81	reams	PAPER, mimeographing, whitewove, A4 size, suba. 18, Paragon	40	140.00	5,600.00
82	reams	PAPER, mimeographing, whitewove, legal size, subs. 18, Paragon	155	157.40	24,397.00
87	pc	PERFLESS BOX, medium size, Copyright	16	104.20	1,667.20
89	pc	PERFLESS BOX, small size, Smart	50	54.60	2,730.00
97	pack	PHOTOPAPER, glossy, A4 size, 230 gm, 20 sheets/pack	68	56.70	3,572.10
100	units	PUNCHER, 3-hole, heavy duty, with adjustable gauge, 30 sheets capacity, heavy duty, GEN MES	5	1,246.20	6,231.00
102	box	PUSH PIN, flat head, 50 pcs./box	4	16.20	64.80
103	box	PUSH PIN, Plastic Head with Steel Point, 50 pcs./box	5	16.20	81.00
104	pc	RING BINDER 3-ring A4 2 in D-type W label insert on side, Copyright	30	204.50	6,135.00
105	pc	RING BINDER 3-ring legal 2 in D-type W label insert on side, Copyright	30	230.40	6,912.00
106	bundle	RING BINDER, plastic, 82mm, black, 10 pcs./bundle	12	35.10	421.20
113	pack	STICKER PAPER, white, legal (10pcs/pack)	10	24.60	246.00
119	pack	STICKER PAPER, short size, 10 sheets/pack, glossy, White	5	24.40	122.00
122	pack	STICKER PAPER, A4 size, matte, white, 10's/pack	25	51.00	1,275.00
		Nothing Follows			
		Fund 101 - Consolidated			
			Total Amount	154,265.80
			less tax 1%	1,877.37	
			less tax 5%	5,886.87	
					146,001.56



USEP

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

Conforme:

Gracia A. Dupon

RECEIVED BY: *Janeth*

Signature over Printed Name of Supplier

DATE/TIME: *OCT 10 2019 10:12 AM*

LUISA B. FAUNILLAN

Date

View President for Administration

Fund Cluster: 01 - RAF
 Funds Available:

ROLANDO ENRIQUEZ
 Director, Finance Division

ORS/BURS No.: *0210101019090011457*
 Date of the ORS/BURS: *9/20/19*
 Amount: *154,265.80*