



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

Supplier : **V.S. TAY INCORPORATED**
 Address : **125 Ramon Magsaysay Avenue, Davao City**
 TIN : **002-623-891-000**

P.O. No. : **2019-09-0722**
 Date : **September 24, 2019**
 Mode of Procurement : **Shopping**

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

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	PESK PAPER TRAY ORGANIZER, metal, 3 layers	1	310.00	310.00
33	pc	CLEARBOK, refill, Legal size	100	15.00	1,500.00
40	pc	FLYER, expanding, white with green edge, legal size	150	10.50	1,575.00
42	box	FASTENER, paper, plastic, expanded	20	30.00	600.00
43	box	FASTENER, paper, plastic with long clips	83	126.00	10,375.00
44	roll	WAX THERMAL PAPER (use for fax Machine FO-51 Sharp)	3	63.00	195.00
60	box	INDEX TAB, self adhesive, 5 sets/box, assorted colors	8	72.50	580.00
62	pack	LAMINATING FILM, 65 x 95mm size, 100 pcs./pack, 125mic.	5	43.00	215.00
63	pack	LAMINATING FILM, A4 size, 100's, 250 mic.	14	904.00	12,656.00
64	pack	LAMINATING FILM, Legal size, 100's, 250 mic	4	1025.00	4,100.00
79	pack	NOTE PAD, stick-on, neon color, assorted, 2" x 3" size	6	21.00	126.00
98	pack	PHOTO PAPER, glossy, A3 size, 230 gsm, 20 sheets/pack	20	108.00	2,160.00
108	box	SIGN PEN, black, retractable, liquid/gel ink, 0.7mm needle tip (12pcs/box)	16	660.00	10,560.00
109	box	SIGN PEN, blue, retractable, liquid/gel ink, 0.7mm needle tip (12pcs/box)	11	660.00	7,260.00
110	box	SIGN PEN, red, retractable, liquid/gel ink, 0.7mm needle tip (12pcs/box)	10	660.00	6,600.00
114	pack	STICKER PAPER, A4 size, 10 pcs/pack (yellow)	35	45.00	1,575.00
115	pack	STICKER PAPER, yellow green, 10 pcs./pack, A4, 80 gsm, matte	10	45.00	450.00
118	pack	STICKER PAPER, short size, 10 sheets/pack, matte	15	27.00	405.00
121	pack	STICKER PHOTO PAPER, A4, High Gloss, 20 sheets/pack ***Nothing Follows***	50	75.00	3,750.00
Fund 101 - Consolidated					

Total Amount / **64,992.00**
 less tax 1% **580.29**
 less tax 5% **2,901.43**
3,481.72
61,510.28

RECEIVED BY: Janeth
DATE/TIME: OCT 07 2019 2:05 pm
USEP
 RECEIVED BY: *[Signature]*
 DATE/TIME: *[Signature]*

Conforme:
Leah A. Garcia
 Signature over Printed Name of Supplier
 Date **10/4/19**

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

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 items/s.

Fund Cluster: **01 - RAF**
 Funds Available :
ROLANDO B. ENRIQUEZ
 Director, Finance Division
 ORS/BURS No.: **02101012019-09-001452**
 Date of the ORS/BURS: **9/30/19**
 Amount: **64,992.00**
9/24/19