

Supplier : <b>N. N. ALCALA STORE</b>		P.O No: TF-2023-03-0249			
Address : Tres Martires Street, Baybay City, Leyte		Date: March 16, 2023			
TIN:	168-331-936-000	P.R No.: TF-2022-10-02366 RC			
		Mode of Procurement: NP-Small Value Procurement			
Gentlemen:					
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: VSU-Main Campus		Delivery Term: FOB-VSU Baybay			
Date of Delivery: Within 30 calendar days upon receipt of P.O.		Payment Term: As per cost of items delivered			
No	Unit	DESCRIPTION	Quantity	Unit Cost	Amount
1	pc	Folder, Expanded, Long, (Light Blue)	50	25.00	1,250.00
2	roll	Tape, Double Sided, 1" x 10 m XXX	10	100.00	1,000.00
		Purpose: For office supplies. (R.C. Cabelin) Intended: OVPREI			
					TOTAL: <b>2,250.00</b>
Total Amount in Words: TWO THOUSAND TWO HUNDRED FIFTY PESOS 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 delay shall be imposed.					
Very truly yours,					
Conforme:					
_____ Supplier's signature Over Printed Name		<b>EDGARDO E. TULIN</b> President			
_____ Date					
Fund Cluster: _____	ORS/BURS No. : _____				
Funds Available: _____	Date of ORS/BURS: _____				
<b>NICK FREDDY R. BELLO</b> _____ OIC, Accounting Division		Amount: _____			