

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier :		MICROVENTURES OFFICE SUPPLIES & EQUIPMENT TRADING		P.O No:		PO-GF-MOOE-2025-10-0729	
Address :		Abgao, Maasin City, So., Leyte		Date:		28-Oct-25	
TIN:		406-804-918		P.R No.		Consolidated PR's	
				Mode of Procurement: 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, Visca, Baybay City, Leyte		Delivery Term:		FOB-VSU Main Campus	
Date of Delivery:		Within 30 calendar days upon receipt of P.O.		Payment Term:		As per cost of item delivered	
Item No.	Abstract No.	Description		Unit	QTY	Unit Cost	Amount
		GF-2024-10-02866 (NARC) Luz O. Moreno					
1	12	Alcohol, Isopropyl, 70% Solution, 500 ML, <u>GREEN CROSS</u>		btl	10	120.00	1,200.00
2	92	Masking Tape, 1"		roll	20	26.00	520.00
3	106	Paper, Bond, A4, S-24, 80 gsm, <u>ARTICA</u>		ream	5	280.00	1,400.00
		GF-2024-10-02879 (NARC) Luz O. Moreno					
4	92	Masking Tape, 1"		roll	20	26.00	520.00
5	106	Paper, Bond, A4, S-24, 80 gsm, <u>ARTICA</u>		ream	5	280.00	1,400.00
6	111	Paper, Photo, High Gloss, A4, 230G, 20 Shts/Pack		pack	5	90.00	450.00
		GF-2025-07-00795 (OHIGP) Josefina L. Soria					
7	21	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 Pcs/Pack, Genuine, <u>ENERGIZER</u>		pack	3	144.00	432.00
		GF-2025-07-00816 (EV-Biotech) Chinelo M. Cardaño					
8	8	Alcohol, Ethyl, 500 ML, <u>GREEN CROSS</u>		btl	10	120.00	1,200.00
9	23	Bleach, Liquid, 99.9% Antibac, 1 Gallon, <u>ZONROX</u>		gallon	5	240.00	1,200.00
10	54	Dust Bin (Trash Bin), Durable Plastic, w/ Swing-Type Cover, Approx. 15L Capacity		pc	3	250.00	750.00

11	69	Folder, File, Long, 14pts, White, <u>SYSTEM</u>	pc	24	8.00	192.00
12	75	Glass Wiper, <u>ZIM</u>	pc	1	158.00	158.00
13	82	Kitchen Paper Towel, <u>SANICARE</u>	pack	12	98.00	1,176.00
14	106	Paper, Bond, A4, S-24, 80 gsm, <u>ARTICA</u>	ream	6	280.00	1,680.00
15	117	Pen, Permanent Marker, Blue, Fine Tip, <u>PILOT</u>	pc	2	60.00	120.00
16	143	Scissors, 8" Heavy Duty, Good Quality, <u>JOY</u>	pc	1	68.00	68.00
		GF-2025-07-00879 (DALL) Daisy P. Acoritay				
17	4	A4 Bond Paper, 70 GSM (5 Reams/Box), <u>ARTICA</u>	box	2	1,150.00	2,300.00
18	185	White Board Marker Black, <u>PILOT</u>	pc	1	83.00	83.00
		GF-2025-07-00903 (DoPAC) Jane M. Abapo				
19	8	Alcohol, Ethyl, 500 ML, <u>GREEN CROSS</u>	btl	10	120.00	1,200.00
		GF-2025-07-00908 (TVET) Rer Aubre B. Dalmacio				
20	54	Dust Bin (Trash Bin), Durable Plastic, w/ Swing-Type Cover, Approx. 15 L Capacity	pc	3	250.00	750.00
		GF-2025-07-00911 (DMet) Jonalyn A. Bulawan				
21	8	Alcohol, Ethyl, 500 ML, <u>GREEN CROSS</u>	btl	10	120.00	1,200.00
22	22	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 ml, <u>ZONROX</u>	gallo n	2	240.00	480.00
23	26	Certificate Holder (A4), <u>ADVENTURER</u>	pv	10	61.00	610.00
24	30	Cleaner, Glass, 500mL, Spray Type, Any Scent, <u>ZIM</u>	btl	3	220.00	660.00
25	49	Disinfectant Spray, 400 Grams, Lavander Moist	tube	4	497.00	1,988.00
26	69	Folder, File, Long, 14pts, White, <u>SYSTEM</u>	pv	100	8.00	800.00
27	90	Magazine Box / Data File Box / Datafiler, Horizontal, Made of Chipboards, Closed Ends, Legal (Single), <u>ASIA</u>	pv	20	200.00	4,000.00
28	106	Paper, Bond, A4, S-24, 80 gsm, <u>ARTICA</u>	ream	25	280.00	7,000.00

		GF-2025-08-00949 (DBS) Ma. Stephannie V. Garcia				
29	4	A4 Bond Paper, 70 GSM (5 Reams/Box), <u>ARTICA</u>	box	2	1,150.00	2,300.00
		GF-2025-08-00951 (CSCRHS) Max Teody T. Quimilat				
30	4	A4 Bond Paper, 70 GSM (5 Reams/Box), <u>ARTICA</u>	box	15	1,150.00	17,250.00
31	42	Correction Fluid, Waterbase, 15 ML	btl	5	24.00	120.00
32	69	Folder, File, Long, 14pts, White, <u>SYSTEM</u>	pc	25	8.00	200.00
33	70	Folder, File, Short, 14pts, White, <u>SYSTEM</u>	pc	25	6.00	150.00
34	71	Folder, Morocco, Long, w/ Plastic Binder, Light Blue	pc	5	17.00	85.00
35	72	Folder, Morocco, Short, w/ Plastic Binder, Blue	pc	5	15.00	75.00
36	76	Glue Pen, Clear, 50 mL, <u>MGK</u>	tube	5	16.00	80.00
37	77	Glue Stick, All-purpose, At Least 21g, <u>HBW</u>	pc	5	20.00	100.00
38	103	Paper Clips Small Vinyl (33MM), <u>PRINCE</u>	Box of 100's	7	20.00	140.00
39	114	Pen, Permanent Marker, Black, Broad Tip, <u>PILOT</u>	pc	10	60.00	600.00
40	116	Pen, Permanent Marker, Blue, Broad Tip, <u>PILOT</u>	pc	10	60.00	600.00
41	131	Puncher, 2 Holes, Heavy Duty, <u>JOY</u>	pc	3	290.00	870.00
42	134	Record Book, 200 Pages, <u>VALIANT</u>	pc	10	76.00	760.00
43	142	Scissors, 6" Heavy Duty, Good Quality, <u>JOY</u>	pc	5	68.00	340.00
44	156	Staple Wire Remover	pc	3	26.00	78.00
		GF-2025-08-00963 (IAS) Raul Anthony S. Valenzona				
45	4	A4 Bond Paper, 70 GSM (5 Reams/Box), <u>ARTICA</u>	box	2	1,150.00	2,300.00
46	7	A4 Photo Paper	pack	1	93.60	93.60
47	15	Ball pen, Blue, 0.7, 12's, <u>FLEX STICKS</u>	pack	2	96.00	192.00

48	16	Ball pen, Green, 0.7, 12's, <u>FLEX STICKS</u>	pack	1	96.00	96.00
49	39	Clip, Double Binder, 3/4" (Approx. 19mm) , Black, 12 Pcs/Box	box	5	23.00	115.00
50	68	Folder, Expanded, Long (Green)	pc	30	23.00	690.00
51	69	Folder, File, Long, 14pts, White, <u>SYSTEM</u>	pc	30	8.00	240.00
52	119	Pen, Highlighter, Yellow, <u>FABER CASTELL</u>	pc	10	42.00	420.00
53	151	Soap, Dishwashing, Liquid, 250 ML, <u>JOY</u>	btl	1	124.00	124.00
		GF-2025-08-00966 (USHER) Clara P. Mercado				
54	4	A4 Bond Paper, 70 GSM (5 Reams/Box), <u>ARTICA</u>	box	20	1,150.00	23,000.00
55	28	Certificate Jacket, A4, <u>ADVENTURER</u>	pc	20	40.00	800.00
56	31	Clear Book (Display Book), Refillable, Legal, 20 Shts, Any Color	pc	13	55.00	715.00
57	69	Folder, File, Long, 14pts, White, <u>SYSTEM</u>	pc	750	8.00	6,000.00
58	73	Folder, Pressboard, US, Green, Long	pc	30	23.00	690.00
59	74	Folder, Pressboard, US, Yellow, Long	pc	30	23.00	690.00
60	78	Glue, White, All-Purpose, 1 Gallon, <u>APOLLO</u>	gallon	4	600.00	2,400.00
61	79	Ink, Refill, for Permanent Marker, Black, 30 ML, <u>PILOT</u>	btl	3	113.00	339.00
62	80	Ink, Refill, for Permanent Marker, Blue, 30 ML, <u>PILOT</u>	btl	3	113.00	339.00
63	85	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pc	15	140.00	2,100.00
64	107	Paper, Bond, Long, S-20, 70 gsm, <u>ARTICA</u>	ream	250	250.00	62,500.00
65	112	Paper, Specialty 200 GSM 8-1/2x11, 10's, White	pack	10	45.00	450.00
66	120	Pen, Pentel Pen, Fine Blue & Black, <u>PILOT</u>	pc	10	50.00	500.00
67	153	Specialty, Board, Long 8-1/2 x 13, 220 gsm, White, Vellum, 10 Pcs/Pack, <u>VELLUM</u>	pack	7	53.00	371.00

68	163	Tape Dispenser, 2" Big, Any Color, <u>LCT</u>	pc	5	290.00	1,450.00
69	164	Tape, Double Sided, 1" x 10m	roll	7	40.00	280.00
70	179	Universal Ink - Magenta (1 liter)	btl	2	450.00	900.00
71	181	Universal Ink - Black (1 liter)	btl	5	450.00	2,250.00
		GF-2025-08-00983 (DECEEd) Noren Kaye N. Aure				
72	7	A4 Photo Paper	pack	10	93.60	936.00
73	10	Alcohol, Ethyl, 70% Solution, 1 Gallon, <u>GREEN CROSS</u>	gallon	3	600.00	1,800.00
74	84	Laminating Film, A4, 100 Shts/Box, 250 Microns, <u>LCT</u>	box	1	1,415.00	1,415.00
75	106	Paper, Bond, A4, S-24, 80 gsm, <u>ARTICA</u>	ream	100	280.00	28,000.00
76	118	Pen, Ball, Red, <u>FLEX STICK</u>	pc	30	8.00	240.00
77	121	Pen, Sign, .5mm, Gel-Type, Blue, <u>MY-GEL</u>	pc	30	30.00	900.00
78	143	Scissors, 8" Heavy Duty, Good Quality, <u>JOY</u>	pc	3	68.00	204.00
79	160	Sticker Paper, high gloss A4 size, 50 Sheets/Pack, <u>130 PhP/20 SHEETS</u>	pack	2	260.00	520.00
80	182	Vellum Board, White, Size: 8.5" x 11" (Letter), 180 GSM, 10 Pcs/Pack, <u>VELLUM</u>	pack	30	37.00	1,110.00
		GF-2025-08-01039 (DPM) Leonardo S. Toraja				
81	4	A4 Bond Paper, 70 GSM (5 Reams/Box), <u>ARTICA</u>	box	4	1,150.00	4,600.00
		GF-2025-08-01042 (DSEd) Christy M. Desades				
82	8	Alcohol, Ethyl, 500 ML, <u>GREEN CROSS</u>	btl	19	120.00	2,280.00
83	44	Data Filer, Big Size, Legal, <u>ASIA</u>	pc	15	217.00	3,255.00
84	46	Data Filer Box, Double, 11 x 40 x 24 CM, <u>ASIA</u>	pc	15	362.00	5,430.00
		GF-2025-08-01044 (DPM) Leonardo S. Toraja				
85	4	A4 Bond Paper, 70 GSM (5 Reams/Box), <u>ARTICA</u>	box	4	1,150.00	4,600.00

Conforme:

Very truly yours,

Supplier's signature Over Printed Name

PROSE IVY G. YEPES

President

Date

Fund Cluster: _____

Funds Available: _____

NICK FREDDY R. BELLO
Head, Accounting Division

ORS/BURS No. : _____

Date of ORS/BURS: _____

Amount: _____