

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier :	N. N. ALCALA STORE	P.O No:	PO-GF-MOOE-2025-10-0728			
Address :	Tres Martires St., Poblacion Zone 14, Baybay City, Leyte	Date:	28-Oct-25			
TIN:	168-331-936	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	167	Tape, Masking, 2" x 25 Yards	roll	20	90.00	1,800.00
		GF-2024-10-02879 (NARC) Luz O. Moreno				
2	167	Tape, Masking, 2" x 25 Yards	roll	20	90.00	1,800.00
		GF-2025-07-00795 (OHIGP) Josefina L. Soria				
3	154	Staple Wire No. 35-5M Leg Length 6mm (1/4")	box	5	70.00	350.00
		GF-2025-07-00816 (EV-BIOTECH) Chinelo M. Cardaño				
4	14	Broom (Walis Tambo), <u>BAGUIO</u>	pc	1	250.00	250.00
5	48	Dishwashing Sponge	pc	5	30.00	150.00
6	165	Tape, Masking, 1" x 25 Yards	roll	6	45.00	270.00
7	173	Trash Bag (Garbage Bag), Small (11 x 11 x 24 Inches), 10pcs/pack, Black, <u>10 PCS/ROLL</u>	pack	12	25.00	300.00
		GF-2025-07-00879 (DALL) Daisy P. Acoritay				
8	67	File Organizer (Accordion), Expanding, w/ 13 Inside Pockets & Index Tabs, Legal	pc	1	250.00	250.00
		GF-2025-07-00908 (TVET) Rer Aubre B. Dalmacio				
9	173	Trash Bag, (Garbage Bag), Small (11*11*24 Inches), 10pcs/pack, Black, <u>10 PCS/ROLL</u>	pack	3	25.00	75.00

10	176	Trash Bag, (Garbage Bag), Medium (11*11*24 Inches), 100pcs/pack, Black, <u>5 ROLLS/PACK</u>	pack	1	250.00	250.00
		GF-2025-07-00911 (DMET) Rud Luis G. Gonzaga				
11	56	Duster, Microfiber (Cotton)	pc	4	50.00	200.00
12	183	Water Container / Water Drum / Utility Pail, Durable Plastic, At Least 88 Ltrs Capacity	pc	1	1,000.00	1,000.00
		GF-2025-08-00949 (DBS) Ma. Stephanie V. Garcia				
13	189	Bond Paper, Long	ream	3	255.00	765.00
		GF-2025-08-00951 (CSCRHS) Max Teody T. Quimilat				
14	17	Ballpen 50 Pieces, Blue Specification: Line Weight: 0.5mm Ink Type: Oil gel ink	box of 50's	2	250.00	500.00
15	33	Clip Board, Plastic, with PVC Cover, A4, Any Color	pc	3	190.00	570.00
16	34	Clip Board, Plastic, with PVC Cover, Long, Any Color	pc	1	200.00	200.00
17	43	Correction Tape, 10 Meters	pc	10	30.00	300.00
18	58	Envelope, Document, Brown, 150 lbs, Short	pc	30	3.00	90.00
19	59	Envelope, Documentary, Brown, 150 lbs, Long	pc	30	4.00	120.00
20	60	Envelope, Expanding, Plastic, Long	pc	20	50.00	1,000.00
21	66	Fastener, Paper, plastic, 50 Sets/Box	box	10	35.00	350.00
22	67	File Organizer (Accordion), Expanding, w/ 13 Inside Pockets & Index Tabs, Legal	pc	5	250.00	1,250.00
23	87	MARKER, Whiteboard, Black, <u>ORDINARY</u>	pc	10	40.00	400.00
24	88	MARKER, Whiteboard, Blue, <u>ORDINARY</u>	pc	10	40.00	400.00
25	123	Pen, Whiteboard Marker, Red, <u>ORDINARY</u>	pc	10	40.00	400.00
26	145	Scotch Tape 1 Inch x 100 Meters, <u>1/2"</u>	roll	5	35.00	175.00
27	155	Staple Wire, #35, <u>TM</u>	box	20	35.00	700.00
28	157	Stapler, HD No.35, <u>KANGAROO</u>	pc	5	350.00	1,750.00

29	161	Sticky Note, 2 x 3, Yellow, <u>ASSORTED COLOR</u>	pad	8	25.00	200.00
30	186	Whiteboard Eraser, Dimension: Around 11 x 2 x 6 cm, <u>RECTANGLE</u>	pc	2	35.00	70.00
31	189	Bond Paper, Long	ream	10	8.00	80.00
		GF-2025-08-00963 (IAS) Raul Anthony S. Valenzona				
32	144	Scotch Tape, <u>1/2"</u> Specification: Scotch tape 50m 1/2"	pc	5	25.00	125.00
33	162	Toilet Tissue Paper, 2 Ply	pack	2	216.00	432.00
34	166	Tape, Masking, 1/2" x 25 Yards	roll	5	25.00	125.00
		GF-2025-08-00966 (USHER) Clara P. Mercado				
35	2	5-Tier File Rack Metal Mesh Stackable Letter Tray Scratch-Resistant Magazine Letter Paper Document Home Office Desk Supplies, <u>3 LAYER</u>	unit	6	450.00	2,700.00
36	5	A4 Matte Photo Paper, <u>180 GSM</u>	pack	5	65.00	325.00
37	17	Ballpen 50 Pieces, Blue	box of 50's	10	250.00	2,500.00
38	32	Clear Book Refills, Legal (10pcs/set)	set	5	18.00	90.00
39	65	Fastener, Paper, non-rust metal, 50 sets/box	box	25	50.00	1,250.00
40	93	Masking Tape, Brown, 2", <u>PACKING TAPE</u>	roll	8	55.00	440.00
41	127	Photo Sticker Paper, Glossy, A4 size, 20 sheets/pack	pack	5	100.00	500.00
42	132	Puncher, Heavy Duty, <u>MGK</u>	pc	6	250.00	1,500.00
43	155	Staple Wire, #35, <u>TM</u>	box	30	35.00	1,050.00
44	157	Stapler, HD No.35, <u>KANGAROO</u>	pc	3	350.00	1,050.00
45	178	Universal Ink - CYAN (1 liter)	btl	3	450.00	1,350.00
46	180	Universal Ink - YELLOW (1 liter)	btl	3	450.00	1,350.00
		GF-2025-08-00983 (DECEEd) Noreen Kaye N. Aure				

47	48	Dishwashing Sponge	pc	6	30.00	180.00
48	157	Stapler, HD No.35, <u>KANGAROO</u>	pc	3	350.00	1,050.00
		GF-2025-08-00988 (DECEEd) Noreen Kaye N. Aure				
49	150	Soap, Dishwashing, Liquid, 1 Gal	gal	2	350.00	700.00
		GF-2025-08-01042 (DSEd) Ashierah Rhyce B. Esco				
50	55	Dust Bin (Trash Bin), Durable Plastic, W/ Swing-Type Cover, Approx. 25 L Capacity	pc	3	300.00	900.00
51	172	Trash Bag, (Garbage Bag), Large (15*15*37 inches), 10pcs/pack, Black, <u>10 PCS/ROLL</u>	pack	10	35.00	350.00
52	174	Trash Bag, (Garbage Bag), X-Large (15*15*37 inches), 100pcs/pack, Colored(Green) Generic, <u>10 PCS/ROLL 5 ROLLS/PACK</u>	pack	10	275.00	2,750.00
		GF-2025-08-01064 (NCRC-V) Karla Y. Tomada				
53	5	A4 Matte Photo Paper, <u>180 GSM</u>	pack	3	65.00	195.00
54	17	Ballpen 50 Pieces, Blue Specification: Line Weight: 0.5mm Ink Type: Oil Gel Ink	box of 50's	25	250.00	6,250.00
55	37	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	box	5	55.00	275.00
56	52	Double Sided Glossy Photo Paper A4 (50 Sheets/Pack) Specification: Double Sided Glossy Photo Papers are ideal when it comes to printing photos, with both sides of the paper specially coated which gives prints that maximum shiny finish and vividness that are true to the image. These photo papers doesn't wrinkle or curl during printing and with a nice weight added to it. These are available in A4 & A3 size and in different paper thickness.	pack	2	250.00	500.00
57	59	Envelope, Documentary, Brown, 150 lbs, Long	pc	50	4.00	200.00
58	158	Stapler, HD-# 10, <u>KANGAROO</u>	pc	2	60.00	120.00
59	190	Expanded Envelope, Legal	pc	20	18.00	360.00
		GF-2025-08-01093 (DSS) Angelica S. Asoy				
60	17	Ballpen 50 Pieces, Blue Specification: Line Weight: 0.5 mm Ink Type: Oil Gel Ink	box of 50's	2	250.00	500.00
61	59	Envelope, Documentary, Brown, 150 lbs, Long	pc	100	4.00	400.00

62	98	Notebook, ordinary 60 leaves, 60 gsm, <u>40 LVS COMPOSITION</u>	pc	100	13.00	1,300.00
63	130	Plastic Bag, (Sando Bag), 100 Pc/Pack, Medium	pack	5	70.00	350.00
64	152	Specialty Paper, A4, White Scientific Publication Award (Alamdag) 2025 Specialty Paper Size: A4 Color: White 12 packs	pack	15	40.00	600.00
		GF-2025-08-01116 (NCRC-V) Karla Y. Tomada				
65	17	Ballpen 50 Pieces, Blue Specification: Line Weight: 0.5 mm Ink Type: Oil Gel Ink	box of 50's	3	250.00	750.00
66	59	Envelope, Documentary, Brown, 150 lbs, Long	pc	50	4.00	200.00
		GF-2025-08-01132 (DCE) John Christian L. Gaviola				
67	17	Ballpen 50 Pieces, Blue Specification: Line Weight: 0.5 mm Ink Type: Oil Gel Ink	box of 50's	1	250.00	250.00
68	19	Basin, Utility, Durable Plastic, Size: At Least 15 cm Depth x 40.5 cm Diameter, Any Color	pcs	5	200.00	1,000.00
69	20	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 Pcs/Pack, Genuine, <u>ENERGIZER</u>	pack	5	150.00	750.00
		GF-2025-08-01142 (FON) Guada Fe D. Amihan				
70	20	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 Pcs/Pack, Genuine, <u>ENERGIZER</u>	pack	8	150.00	1,200.00
71	40	Cloth Flags for Colleges (Back to Back), <u>4 x 6</u>	pc	1	600.00	600.00
		XX				
		Purpose: For Office use				
		Intended: Various Department/End-Users				
					TOTAL:	52,532.00
Total Amount in Words: FIFTY TWO THOUSAND FIVE HUNDRED THIRTY TWO PESOS ONLY						
<i>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.</i> Conforme: _____ Very truly yours, PROSE IVY G. YEPES _____ Supplier's signature Over Printed Name President _____ Date						
Fund Cluster: _____				ORS/BURS No. : _____		
Funds Available: _____				Date of ORS/BURS: _____		
_____ NICK FREDDY R. BELLO				Amount: _____		

