

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier :	N. N. ALCALA STORE		P.O No:	PO-STF-MOOE-2025-10-0715		
Address :	Tres Martires St., Poblacion Zone 14, Baybay City, Leyte		Date:	27-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 items delivered		
Item No.	Abstract No.	Description	Unit	QTY	Unit Cost	Amount
		STF-2025-07-00776 (OHIGP) Josefina L. Soria				
1	17	Ballpen 50 Pieces, Blue Specification: Line Weight: 0.5mm Ink Type: Oil Gel Ink	box of 50's	1	250.00	250.00
		STF-2025-07-00800 (OHIGP) Josefina L. Soria				
2	191	Heavy Duty Foldable Table Size: 6 ft (180 x 70 x 74 cm) Table Top Material: High-density polyethylene (HDPE) Features: Stain resistant UV protected easy to clean Frame Material: Coated Steel Features: Rust resistant powerful and durable Design: Foldable: Folds in half for easy storage Weight: Lightweight for easy handling	pc	5	3,000.00	15,000.00
		STF-2025-07-00802 (OHIGP) Josefina L. Soria				
3	47	Dinner Plate (White Plate) Material: Porcelain Pattern: Plain Type: Dinner Plate Shape: Round Diameter: 25 cm (10 inches) Features: Dishwasher Safe Microwave Safe Perfect for serving meals in a stylish and elegant manner	pc	50	100.00	5,000.00
4	140	Sticky Note Page, 1/2 x 2 Inch, Set With Asstd. Color, <u>.5 x 1.7</u>	set	10	60.00	600.00
5	159	Stick Broom (tingting) 6" From The Top, Approx 370 Pcs	pc	50	50.00	2,500.00
		STF-2025-07-00898 (DOPAC) Jane M. Abapo				

6	9	Air Freshener, Spray, at least 280 ML, Lemon/Orange Scent	<i>tube</i>	5	220.00	1,100.00
7	17	Ballpen 50 Pieces, Blue <i>Specification: Line Weight: 0.5mm Ink Type: Oil Gel Ink</i>	<i>box of 50's</i>	1	250.00	250.00
8	57	EPSON INK Btl 664 Black	<i>btl</i>	5	200.00	1,000.00
9	124	Pencil, #2, Medium, Yellow, 12 Pcs/Box <i>Attributes: Pencil Medium #2 With Black Lead Color: Yellow</i> <i>Packaging Size: 12 Pencils Per Box</i>	<i>box of 12's</i>	1	110.00	110.00
		STF-2025-08-00977 (JMS) Jeciam L. Mation				
10	14	Broom (Walis Tambo), <u>BAGUIO</u>	<i>pc</i>	40	250.00	10,000.00
		XX				
		Purpose: For Office use				
		Intended: Various Department/End-Users				
					TOTAL:	35,810.00
Total Amount in Words: THIRTY-FIVE THOUSAND EIGHT HUNDRED TEN 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, _____ <i>Supplier's signature Over Printed Name</i> _____ <i>Date</i> PROSE IVY G. YEPES <i>President</i>						
Fund Cluster: _____				ORS/BURS No. : _____		
Funds Available: _____				Date of ORS/BURS: _____		
NICK FREDDY R. BELLO <i>Head, Accounting Division</i>				Amount: _____		