

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Tracking No.:

PURCHASE ORDER

Supplier :	MICROVENTURES OFFICE SUPPLIES & EQUIPMENT TRADING	P.O No:	PO-TF-2025-10-0725			
Address :	Abgao, Maasin City, So., Leyte	Date:	27-Oct-25			
TIN:	406-804-918	P.R No.	TF-2025-08-01181			
		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
1	11	Alcohol, Ethyl, 75% solution, 1 gallon, <u>GREEN CROSS</u>	gallon	4	650.00	2,600.00
2	25	Correction Tape, <u>JOY</u>	pc	7	30.00	210.00
3	27	Certificate Holder, A4, Blue, <u>ADVENTURER</u>	pc	500	61.00	30,500.00
4	91	Magazine/Data File Box, Horizontal, Legal Size (Single), Color Blue/Royal Blue, <u>ASIA</u>	box	200	217.00	43,400.00
5	102	Paper Board, 180gsm White LONG, 50 Sheet/Pack, <u>VELLUM</u>	pack	5	200.00	1,000.00
6	106	Paper, Bond, A4, S-24, 80 gsm, <u>ARTICA</u>	ream	62	280.00	17,360.00
7	108	Paper, Bond, Long, S-24, 80 gsm, <u>ARTICA</u>	ream	32	310.00	9,920.00
8	109	Paper, Bond, Short, S-24, 80 gsm, <u>ARTICA</u>	ream	20	271.00	5,420.00
9	126	Photo Paper, Stick Glossy, Photo Paper Waterproof, A4, <u>JOJO</u>	pack	25	92.00	2,300.00
		XX				
		Purpose: For printing of reports, record keeping and other center operations				
		Intended: PCC (Mariles V. Bulawan)				
					TOTAL: 112,710.00	
Total Amount in Words: ONE HUNDRED TWELVE THOUSAND SEVEN HUNDRED TEN 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

Date

PROSE IVY G. YEPES

President

Fund Cluster: _____

Funds Available: _____

NICK FREDDY R. BELLO

Head, Accounting Division

ORS/BURS No. : _____

Date of ORS/BURS: _____

Amount: _____