

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier :	MICROVENTURES OFFICE SUPPLIES & EQUIPMENT TRADING		P.O No:	PO-STF-MOOE-2025-10-0717		
Address :	Abgao, Maasin City, So., Leyte		Date:	27-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
		STF-2025-07-00802 (OHIGP) Josefina L. Soria				
1	4	A4 Bond Paper, 70 GSM (5 Reams/Box), ARTICA	box	4	1,150.00	4,600.00
2	23	Bleach, Liquid, 99.9% Antibac, 1 Gallon, ZONROX	gallon	10	240.00	2,400.00
3	29	Chlorine Granules, 70%, 1 Drum, 40 KG High solubility : 90% or above dissolve within 3 minutes. White granular compound containing as the principal ingredient, more than 65% calcium hypochlorite Ca (CIO)	drum	5	4,275.00	21,375.00
4	69	Folder, File, Long, 14pts, White, SYSTEM	pc	25	8.00	200.00
5	135	Record Book, Big, 300 Pages, VALIANT	pc	5	86.00	430.00
6	151	Soap, Dishwashing, Liquid, 250 ML, JOY	btl	5	124.00	620.00
7	171	Toilet Bowl Cleaner, At Least 1 Liter, DOMEX	btl	10	242.00	2,420.00
		STF-2025-07-00898 (DOPAC) Jane M. Abapo				
8	6	A4 Paper One bond paper	ream	8	1,150.00	9,200.00
9	64	Face Mask, Surgical, Disposable, 3-ply, 50 Pcs/Box, INDOPLAS	box	2	148.00	296.00
10	118	Pen, Ball, Red, FLEX STICK	pc	20	8.00	160.00

11	151	Soap, Dishwashing, Liquid, 250 ML, <u>JOY</u>	btl	5	124.00	620.00
		XX				
		Purpose: For Office use				
		Intended: Various Department/End-Users				
TOTAL:						42,321.00
Total Amount in Words: FORTY-TWO THOUSAND THREE HUNDRED TWENTY-ONE PESOS ONLY						
<p><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></p> <p style="text-align: right;">Very truly yours,</p> <p>Conforme:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p style="text-align: center;"><i>Supplier's signature Over Printed Name</i></p> <p>_____</p> <p style="text-align: center;"><i>Date</i></p> </div> <div style="width: 45%; text-align: right;"> <p>PROSE IVY G. YEPES</p> <p>_____</p> <p style="text-align: right;"><i>President</i></p> </div> </div>						
Fund Cluster: _____			ORS/BURS No. : _____			
Funds Available: _____			Date of ORS/BURS: _____			
<p>_____</p> <p>NICK FREDDY R. BELLO</p> <p><i>Head, Accounting Division</i></p>			<p>Amount: _____</p>			