VISAYAS STATE UNIVERSITY - VILLABA CAMPUS

PURCHASE ORDER

Supplier :	**LEYTE PAPERWORLD**	P.O No:	GOODS-19-16-116 (GF)
Address :	168 M.H. Del Pilar St. Tacloban City	Date:	4-Dec-19
TIN:	102-721-983-000	P.R No.	2018-03-040
		Mode of Procurement:	PUBLIC BIDDING

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	VSU-Villaba Campus, Villaba Leyte	Delivery Term: FOB - Villaba Campus	
Date of Delivery:	Within 30 working days upon receipt of PO	Payment Term:	

No	Unit	DESCRIPTION	Quantity	Unit Cost	Amount
1	pcs	Columnar Book, 14 Columns, 50 leaves	6	32.00	192.00
2	pcs	Correction tape, 12mm, 5mm tape width	50	25.00	1,250.00
3	pcs	Expanding Envelope, long, garterized assorted color	100	12.00	1,200.00
4	pcs	glue all purpose 240ml	5	80.00	400.00
5	boxes	paper clamp, big	10	65.00	650.00
6	boxes	paper clamp, small	10	35.00	350.00
7	pcs	paper tray, double layer, long, stainless steel	4	500.00	2,000.00
8	boxes	Pencil medium shade, good quality, with eraser, yellow, 12pcs/box	10	75.00	750.00
9	pcs	permanent record folder for student file	1000	24.00	24,000.00
10	pcs	soft broom, tambo	20	170.00	3,400.00
11	packs	sticky notes, 3"x3" assorted color	80	28.00	2,240.00
12	pcs	Tape, transparent, 4"	10	60.00	600.00
		xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
		CHARGED TO FUND 101			
		Purpose: For office use.			
		Intended: Villaba Admin Office			
				TOTAL:	**37,032.00**

Total Amount in Words: **THIRTY SEVEN THOUSAND THIRTY TWO 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.

Conforme:

Ermelinda Martinez

Supplier's signature Over Printed Name

12/12/19

Date

Very truly yours,

EDGARDO E. TULIN

President

Fund Cluster:		ORS/BURS No. :	19-12-377
Funds Available:		Date of ORS/BURS:	12/12/19
	AURORA A. CARPIO Head, Accounting Office	Amount:	37,032.00