

# PURCHASE ORDER VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Supplier: **N.N. ALCALA Store**  
Address: **Baybay City, Leyte**

PO No GF-14-04-002(APP)

Date: 28-Apr-14

PR No: 2014-02-0203

Mode of Procurement: Comp Bidding

Place of Delivery: VSU, Baybay, Leyte

Delivery Term: FOB Site

Date of Delivery: 30 days upon receipt of PO

Payment Term:

| No. | Qty | Unit    | DESCRIPTION                                                       | Unit Cost | Amount   |
|-----|-----|---------|-------------------------------------------------------------------|-----------|----------|
| 1   | 8   | rolls   | Acetate, Plastic #4                                               | 900.00    | 7,200.00 |
| 2   | 8   | packets | Battery, Alkaline size C, Super HD 2pcs/pack Energizer            | 160.00    | 1,280.00 |
| 3   | 30  | pcs     | Board, Illustration, 20" x 30"                                    | 15.00     | 450.00   |
| 4   | 15  | pcs     | Board, Illustration, 30" x 40"                                    | 33.00     | 495.00   |
| 5   | 38  | pcs     | Cartolina, US, Blue, good qlty                                    | 10.00     | 380.00   |
| 6   | 2   | pcs     | Cartolina, US, Blue, ordinary                                     | 4.50      | 9.00     |
| 7   | 20  | pcs     | Cartolina, US, Fuchsia, good qlty                                 | 10.00     | 200.00   |
| 8   | 20  | pcs     | Cartolina, US, Gold, good qlty                                    | 10.00     | 200.00   |
| 9   | 90  | pcs     | Cartolina, US, Green, good qlty                                   | 10.00     | 900.00   |
| 10  | 5   | pcs     | Cartolina, US, Light Green, good qlty                             | 10.00     | 50.00    |
| 11  | 58  | pcs     | Cartolina, US, Pink, good qlty                                    | 10.00     | 580.00   |
| 12  | 70  | pcs     | Cartolina, US, Red, good qlty                                     | 10.00     | 700.00   |
| 13  | 100 | pcs     | Cartolina, US, White, Vellum                                      | 7.50      | 750.00   |
| 14  | 23  | boxes   | Chalk, Colored, Venus                                             | 35.00     | 805.00   |
| 15  | 36  | boxes   | Chalk, Dustless, big box, Virgo                                   | 50.00     | 1,800.00 |
| 16  | 91  | boxes   | Chalk, Enamel, Yellow, Venus                                      | 85.00     | 7,735.00 |
| 17  | 181 | pcs     | Class Record, for College Prof. use, VANDA                        | 12.00     | 2,172.00 |
| 18  | 57  | pcs     | Correction Fluid, Waterbase, 20ml/btl, Retouch                    | 13.00     | 741.00   |
| 19  | 17  | pcs     | Datafilers, 6" x 9-1/2" x 15-1/2", w/ Transparent Pocket          | 205.00    | 3,485.00 |
| 20  | 16  | pcs     | Datafilers, DF-2438, Legal, Oblong                                | 100.00    | 1,600.00 |
| 21  | 10  | pcs     | Datafilers, DF-3125W, Jumbo, Legal, Oblong                        | 210.00    | 2,100.00 |
| 22  | 12  | pcs     | Datafilers, H- 9-1/2" x L- 15-1/2" x D- 6", w/ Transparent Pocket | 205.00    | 2,460.00 |
| 23  | 600 | pcs     | Envelope, Brown, 5 x 9, #150 lbs, for Report Card, good quality   | 0.70      | 420.00   |
| 24  | 152 | pcs     | Envelope, Expanding, Long, w/ Garterized Tie, Blue                | 9.50      | 1,444.00 |
| 25  | 103 | pcs     | Envelope, Expanding, Long, w/ Garterized Tie, Golden Yellow       | 9.50      | 978.50   |
| 26  | 20  | pcs     | Envelope, Expanding, Long, w/ Garterized Tie, Red                 | 9.50      | 190.00   |
| 27  | 126 | pcs     | Envelope, Expanding, Short, w/ Garterized Tie, Brown/Maroon       | 9.00      | 1,134.00 |
| 28  | 15  | pcs     | Envelope, Mailing, Ordinary, Long, Classic White, S-20, 10xx      | 235.00    | 3,525.00 |
| 29  | 136 | pcs     | Folder, Pressboard, Long, US, Green, Single Fold                  | 18.00     | 2,448.00 |
| 30  | 200 | pcs     | Folder, Pressboard, Short, Green                                  | 8.50      | 1,700.00 |
| 31  | 35  | pcs     | Folder, Pressboard, Short, US, Green, Single Fold                 | 17.50     | 612.50   |

Balance carried forward. ....

48,544.00

Performance Bond (5% of the total PO) either in Cash or Manager's Check = P

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 of delay** shall be imposed.

Conforme:



(Supplier's Signature over printed name)

Date

Requesting Office/Dept.

Certified, Correct

ROBERTO C. GUARTE

ERLINDA S. ESGUERRA

(Authorized Official)

Head, Acctg. Div

Very truly yours,

JOSE L. BACUSMO

President

Amount:

ALOBS No.

# PURCHASE ORDER VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Supplier: **N.N. ALCALA Store**  
Address: Baybay City, Leyte

PO No GF-14-04-002(APP)  
Date: 28-Apr-14  
PR No: 2014-02-0203  
Mode of Procurement: Comp Bidding  
Delivery Term: FOB Site  
Payment Term:

Place of Delivery: VSU, Baybay, Leyte  
Date of Delivery: 30 days upon receipt of PO

| No. | Qty | Unit  | DESCRIPTION                                                  | Unit Cost | Amount           |
|-----|-----|-------|--------------------------------------------------------------|-----------|------------------|
|     |     |       | <b>Balance brought forward . . . . .</b>                     |           | <b>48,544.00</b> |
| 32  | 11  | gals  | Glue, Elmer's Glue-All, 946 gms                              | 288.00    | 3,168.00         |
| 33  | 65  | btls  | Glue, Elmers, Glue-All, 130 gms/btl                          | 38.00     | 2,470.00         |
| 34  | 3   | pcs   | Letter Index (A-Z)                                           | 375.00    | 1,125.00         |
| 35  | 50  | pcs   | Notebook, Spiral, 50 leaves                                  | 7.50      | 375.00           |
| 36  | 50  | pcs   | Paper Clamp, 2", Non-Rust                                    | 15.00     | 750.00           |
| 37  | 12  | pcs   | Paper, Fluorescent, Orange, 18 x 24                          | 10.00     | 120.00           |
| 38  | 485 | pcs   | Paper, Manila                                                | 2.10      | 1,018.50         |
| 39  | 370 | reams | Paper, Mimeo, GW, Long, 8½ x 13, S-18, Basic                 | 81.00     | 29,970.00        |
| 40  | 140 | reams | Paper, Mimeo, GW, Short, 8½ x 11, S-18, Basic                | 70.00     | 9,800.00         |
| 41  | 217 | reams | Paper, Mimeo, WW, Long, 8½ x 13, S-18, Basic                 | 125.00    | 27,125.00        |
| 42  | 5   | packs | Paper, Parchment, Short, 8-1/2" x 11", 25's                  | 60.00     | 300.00           |
| 43  | 78  | pcs   | Paper, Tracing, Natural, weight 8-/85g/sq.m, size: 20" x 30" | 16.00     | 1,248.00         |
| 44  | 36  | pcs   | Pencil, Mongol #1                                            | 5.00      | 180.00           |
| 45  | 970 | pcs   | Pencil, Mongol #2                                            | 5.00      | 4,850.00         |
| 46  | 24  | pcs   | Pencil, Mongol #3                                            | 5.00      | 120.00           |
| 47  | 19  | rolls | Ribbon, Typewriter, Black, Old Town                          | 45.00     | 855.00           |
| 48  | 27  | boxes | Rubber band, #16, Brite, rainbow color, 200gms/box           | 100.00    | 2,700.00         |
| 49  | 8   | packs | Specialty Board, Long, 8-1/2 x 13, 220 gsm, Cream            | 50.00     | 400.00           |
| 50  | 49  | packs | Specialty Board, Long, 8-1/2 x 13, 220 gsm, Ivory, Canon     | 50.00     | 2,450.00         |
| 51  | 10  | packs | Specialty Board, Short, 8-1/2 x 11, 120 gsm, White           | 30.00     | 300.00           |
| 52  | 10  | packs | Specialty Board, Short, 8-1/2 x 11, 220 gsm, Cream           | 40.00     | 400.00           |
| 53  | 5   | packs | Specialty Paper, Long, 8-1/2 x 13, 90 gsm, Cream             | 28.00     | 140.00           |
| 54  | 5   | packs | Specialty Paper, Long, 8-1/2 x 13, 90 gsm, Light Blue        | 28.00     | 140.00           |
| 55  | 95  | packs | Specialty Paper, Long, 8-1/2 x 13, 90 gsm, White             | 28.00     | 2,660.00         |
| 56  | 49  | packs | Specialty Paper, Short, 8-1/2 x 11, 90 gsm, Ivory, Canon     | 28.00     | 1,372.00         |
| 57  | 30  | packs | Specialty Paper, Short, 8-1/2 x 11, 90 gsm, White            | 25.00     | 750.00           |
| 58  | 5   | boxes | Staple Wire, #1, MAX                                         | 100.00    | 500.00           |
| 59  | 199 | boxes | Staple Wire, #10, good quality                               | 5.00      | 995.00           |
| 60  | 224 | boxes | Staple Wire, #35, good quality                               | 32.00     | 7,168.00         |

**Balance carried forward. . . . . 151,993.50**

Performance Bond (5% of the total PO) either in Cash or Manager's Check = P

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 of delay** shall be imposed.

Conforme:

(Supplier's Signature over printed name)

Date

Requesting Office/Dept.

Certified Correct:

**ROBERTO C. GUARTE**

(Authorized Official)

**ERLINDA S. ESGUERRA**

Head, Acctg. Div

Very truly yours,

**JOSE L. BACUSMO**

President

Amount:

ALOBS No.

# PURCHASE ORDER VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Supplier: **N.N. ALCALA Store**  
Address: Baybay City, Leyte

PO No GF-14-04-002(APP)  
Date: 28-Apr-14  
PR No: 2014-02-0203  
Mode of Procurement: Comp Bidding

Place of Delivery: VSU, Baybay, Leyte  
Date of Delivery: 30 days upon receipt of PO

Delivery Term: FOB Site  
Payment Term:

| No. | Qty | Unit    | DESCRIPTION                                       | Unit Cost | Amount            |
|-----|-----|---------|---------------------------------------------------|-----------|-------------------|
|     |     |         | <b>Balance brought forward .....</b>              |           | <b>151,993.50</b> |
| 61  | 13  | boxes   | Staple Wire, HD-3LS, 17mm, Max                    | 50.00     | 650.00            |
| 62  | 20  | pcs     | Stapler, Swingline HD #444                        | 450.00    | 9,000.00          |
| 63  | 24  | quires  | Stencil, Prince                                   | 200.00    | 4,800.00          |
| 64  | 26  | rolls   | Tape, Double Sided/Double Stick, 1", Scotch 3M    | 200.00    | 5,200.00          |
| 65  | 10  | rolls   | Tape, Magic, 1", SCOTCH 3M                        | 170.00    | 1,700.00          |
| 66  | 50  | rolls   | Tape, Masking, 1" x 25m, good quality             | 30.00     | 1,500.00          |
| 67  | 196 | rolls   | Tape, Masking, 1" x 50m, Armak                    | 60.00     | 11,760.00         |
| 68  | 4   | rolls   | Tape, Masking, 1/2", Armak                        | 12.50     | 50.00             |
| 69  | 12  | rolls   | Tape, Masking, 2" x 50m, Armak                    | 130.00    | 1,560.00          |
| 70  | 123 | rolls   | Tape, Transparent, 1" x 100m, good quality        | 25.00     | 3,075.00          |
| 71  | 46  | boxes   | Thumbtacks, Small box, Prince                     | 7.00      | 322.00            |
| 72  | 59  | rolls   | Tissue Paper, 250 Twin-Ply Sheets, 12/pack, Toile | 114.00    | 6,726.00          |
| 73  | 24  | pcs     | Duster, Cotton                                    | 15.00     | 360.00            |
| 74  | 10  | pcs     | Floor Mop, w/ Handle, Heavy Duty                  | 200.00    | 2,000.00          |
| 75  | 30  | pcs     | Mop Head, All Cotton, Twisted, 400 gms            | 60.00     | 1,800.00          |
| 76  | 26  | btls    | Muriatic Acid, Concentrated, Scented              | 80.00     | 2,080.00          |
| 77  | 49  | pcs     | Soap, Detergent, Powder, 400 gms, Tide            | 56.25     | 2,756.25          |
| 78  | 58  | btls    | Soap, Dishwashing Liquid, Lemon, 250ml            | 64.00     | 3,712.00          |
| 79  | 125 | pcs     | Computer ribbon, EPSON #7753, Genuine             | 145.00    | 18,125.00         |
| 80  | 10  | pcs     | Computer ribbon, EPSON SO15031, Genuine           | 850.00    | 8,500.00          |
| 81  | 6   | boxes   | Diskette, 3.5, DS HD, w/ Individual Case          | 330.00    | 1,980.00          |
| 82  | 30  | pcs     | DVD+R, 8 x 4.7 Gb, IMATION, w/ individual case    | 30.00     | 900.00            |
| 83  | 2   | spindle | DVD-R, Imation, w/ spindle, 100 pcs/spindle       | 1,100.00  | 2,200.00          |
| 84  | 1   | spindle | DVD-RW, IMATION, w/ spindle, 50pcs/spindle        | 1,550.00  | 1,550.00          |
| 85  | 8   | pcs     | Flash Drive, 8GB, USB 2.0                         | 300.00    | 2,400.00          |
|     |     |         |                                                   |           | -                 |
|     |     |         |                                                   |           | -                 |
|     |     |         |                                                   |           | -                 |
|     |     |         |                                                   |           | -                 |

**GRAND TOTAL .....**

**246,699.75**

Performance Bond (5% of the total PO) either in Cash or Manager's Check = **(P 12,017.21) 12,334.99**

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 of delay** shall be imposed.

Conforme:

*NENITA ALCALA*

(Supplier's Signature over printed name)

Date

Requesting Office/Dept.

Certified Correct:

**ROBERTO C. GUARTE**

(Authorized Official)

**ERLINDA S. ESGUERRA**

Head, Acctg. Div

Very truly yours,

**JOSE L. BACUSMO**

President

Amount:

ALOBS No.

FILE COPY

# PURCHASE ORDER VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Supplier: **CEBU STAR SALES**  
Address: **Cebu City**

PO No GF-14-04-001(APP)

Date: 28-Apr-14

PR No: 2014-02-0203

Mode of Procurement: Comp Bidding

Place of Delivery: VSU, Baybay, Leyte

Delivery Term: FOB Site

Date of Delivery: 30 days upon receipt of PO

Payment Term:

| No. | Qty  | Unit   | DESCRIPTION                                                    | Unit Cost | Amount    |
|-----|------|--------|----------------------------------------------------------------|-----------|-----------|
| 1   | 91   | packet | Battery, Alkaline size AA, 2 pcs/pack, Energizer               | 81.00     | 7,371.00  |
| 2   | 57   | packet | Battery, Alkaline size AAA, 2 pcs/pack, Energizer              | 81.00     | 4,617.00  |
| 3   | 30   | pcs    | Cartolina, US, Black, good qlty                                | 15.00     | 450.00    |
| 4   | 10   | pcs    | Cartolina, US, Light Blue, good qlty                           | 18.00     | 180.00    |
| 5   | 57   | pcs    | Cartolina, US, Orange, good qlty                               | 18.00     | 1,026.00  |
| 6   | 5    | pcs    | Cartolina, US, Violet, good qlty                               | 18.00     | 90.00     |
| 7   | 76   | pcs    | Cartolina, US, Yellow, good qlty                               | 18.00     | 1,368.00  |
| 8   | 4    | boxes  | Continuous Paper, 11 x 14-7/8, 2 ply, Carbonless, w/ SP BD 70  | 1,080.00  | 4,320.00  |
| 9   | 10   | boxes  | Continuous Paper, 11" x 9 1/2", 1 Ply, w/ SP BD 70             | 450.00    | 4,500.00  |
| 10  | 12   | boxes  | Continuous Paper, 11" x 9 1/2", 2 Ply, Carbonless w/ SP BD 70  | 640.00    | 7,680.00  |
| 11  | 32   | boxes  | Continuous Paper, 11" x 9 1/2", 2 Ply, w/ SP BD 70             | 630.00    | 20,160.00 |
| 12  | 20   | boxes  | Continuous Paper, 11" x 9 1/2", 3 Ply, Carbonless w/ SP BD 70  | 520.00    | 10,400.00 |
| 13  | 26   | boxes  | Continuous Paper, 11" x 9 1/2", 3 Ply, w/ SP BD 70             | 540.00    | 14,040.00 |
| 14  | 15   | boxes  | Continuous Paper, 11" x 9 1/2", 4 Ply, Carbonless w/ SP BD 70  | 740.00    | 11,100.00 |
| 15  | 2    | boxes  | Continuous Paper, 11" x 9 1/2", Carbonless, 1 Ply, w/ SP BD 70 | 450.00    | 900.00    |
| 16  | 3    | boxes  | Continuous Paper, 13" x 9 1/2", 4 Ply, w/ SP BD 70             | 1,390.00  | 4,170.00  |
| 17  | 100  | pcs    | Envelope, Brown, 7 x 11, #150 lbs, good qlty                   | 5.50      | 550.00    |
| 18  | 482  | pcs    | Envelope, Expanding, Long, w/ Garterized Tie, Maroon           | 18.00     | 8,676.00  |
| 19  | 20   | pcs    | Eraser, STAEDTLER, Plastic, Big                                | 29.00     | 580.00    |
| 20  | 4521 | pcs    | Folder, File, Long, 14pts, Laserwhite                          | 3.70      | 16,727.70 |
| 21  | 100  | pcs    | Index Tabs, Transparent, Asstd. Color, good quality            | 28.00     | 2,800.00  |
| 22  | 74   | reams  | Paper, Bond, Long, 8 1/2 x 13, S-18, good qlty                 | 140.00    | 10,360.00 |
| 23  | 15   | reams  | Paper, Bond, Short, 8 1/2 x 11, S-16, good qlty                | 94.00     | 1,410.00  |
| 24  | 67   | reams  | Paper, Bond, Short, 8 1/2 x 11, S-18, good qlty                | 115.00    | 7,705.00  |
| 25  | 10   | reams  | Paper, Book, Long, 8 1/2 x 13, S-20, Copy/Laser                | 140.00    | 1,400.00  |
| 26  | 3    | reams  | Paper, Book, Long, 8 1/2 x 13, S-18                            | 140.00    | 420.00    |
| 27  | 50   | reams  | Paper, Book, Long, 8-1/2 x 13, S-22, Double A                  | 279.00    | 13,950.00 |
| 28  | 22   | reams  | Paper, Book, Long, 8-1/2 x 13, S-24, Copy Paper                | 205.00    | 4,510.00  |
| 29  | 3    | reams  | Paper, Book, Short, 8 1/2 x 11, S-18                           | 115.00    | 345.00    |
| 30  | 313  | reams  | Paper, Book, Short, 8 1/2 x 11, S-20                           | 115.00    | 35,995.00 |
| 31  | 28   | reams  | Paper, Book, Short, 8-1/2 x 11, S-24, Copy Paper               | 165.00    | 4,620.00  |

Balance carried forward. ....

**197,800.70**

Performance Bond (5% of the total PO) either in Cash or Manager's Check = P

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 of delay** shall be imposed.

Conforme:

*YVONETO REBONZA*  
(Supplier's Signature over printed name)

Very truly yours,

**JOSE L. BACUSMO**

President

Date

Requesting Office/Dept

Certified Correct

Amount:

ALOBS No.

**ROBERTO C. GUARTE****ERLINDA S. ESGUERRA**

(Authorized Official)

Head, Acctg. Div

Visca, Baybay, Leytre

Payment Term:

Date of Delivery: 30 days upon receipt of PO

295,198.70

|                                                                           |             |
|---------------------------------------------------------------------------|-------------|
| Performance Bond (5% of the total PO) either in Cash or Manager's Check = | P 14,759.95 |
|---------------------------------------------------------------------------|-------------|

AL OBS No.

FILE COPY

# PURCHASE ORDER VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Supplier: **WILLIAM'S Commercial**  
Address: Cebu City

PO No GF-14-04-003(APP)

Date: 28-Apr-14

PR No: 2014-02-0203

Mode of Procurement: Comp Bidding

Place of Delivery: VSU, Baybay, Leyte

Delivery Term: FOB Site

Date of Delivery: 30 days upon receipt of PO

Payment Term:

| No. | Qty  | Unit    | DESCRIPTION                                                     | Unit Cost | Amount    |
|-----|------|---------|-----------------------------------------------------------------|-----------|-----------|
| 1   | 249  | btl     | Alcohol, Rubbing, 70% Isoprophyl, 500ml                         | 68.50     | 17,056.50 |
| 2   | 6    | packets | Battery, Rechargeable, AA, 2 pcs/packet, Energizer              | 558.00    | 3,348.00  |
| 3   | 96   | pcs     | Book, Record, 300 pp, w/ Official Record Book Printing          | 102.00    | 9,792.00  |
| 4   | 93   | pcs     | Book, Record, 500 pp, w/ Official Record Book Printing          | 106.50    | 9,904.50  |
| 5   | 15   | pcs     | Cartolina, Linen White                                          | 18.60     | 279.00    |
| 6   | 10   | boxes   | Continuous Paper, 11" x 8½", 3 Ply, w/ SP BD 70                 | 640.80    | 6,408.00  |
| 7   | 6    | boxes   | Continuous Paper, 11" x 8½", 4 Ply, w/ SP BD 70                 | 855.60    | 5,133.60  |
| 8   | 8    | boxes   | Continuous Paper, 13" x 9½", 1 Ply, w/ SP BD 70                 | 783.60    | 6,268.80  |
| 9   | 4    | boxes   | Continuous Paper, 13" x 9½", 2 Ply, Carbonless w/ SP BD 70      | 1,047.60  | 4,190.40  |
| 10  | 9    | boxes   | Continuous Paper, 13" x 9½", 2 Ply, w/ SP BD 70                 | 1,154.40  | 10,389.60 |
| 11  | 13   | boxes   | Continuous Paper, 13" x 9½", 3 Ply, w/ SP BD 70                 | 998.00    | 12,974.00 |
| 12  | 2    | boxes   | Continuous Paper, 13" x 9½", 4 Ply, w/ SP BD 70                 | 1,370.00  | 2,740.00  |
| 13  | 214  | pcs     | Correction Pen, UNI                                             | 86.90     | 18,596.60 |
| 14  | 92   | pcs     | Correction Tape, YAMAYO                                         | 20.50     | 1,886.00  |
| 15  | 6    | boxes   | Crayons, 8 Colors, Single Size                                  | 18.00     | 108.00    |
| 16  | 2387 | pcs     | Envelope, Brown, 10 x 15, #150 lbs, FORTUNE                     | 1.30      | 3,103.10  |
| 17  | 1365 | pcs     | Envelope, Brown, 9 x 12½, #150 lbs, FORTUNE                     | 1.00      | 1,365.00  |
| 18  | 2    | boxes   | Envelope, Mailing, Ordinary, Short, Classic White, S-20, NAPPCO | 135.00    | 270.00    |
| 19  | 13   | boxes   | Envelope, Mailing, Window-type, Short, NAPPCO                   | 205.00    | 2,665.00  |
| 20  | 12   | pcs     | Eraser, Whiteboard                                              | 16.50     | 198.00    |
| 21  | 233  | boxes   | Fastener, Paper, Plastic                                        | 20.50     | 4,776.50  |
| 22  | 1604 | pcs     | Folder, File, Short, 14pts, Laserwhite                          | 3.15      | 5,052.60  |
| 23  | 100  | pcs     | Folder, Morocco, Asstd. Color, Long, w/ Plastic Binder          | 7.50      | 750.00    |
| 24  | 20   | pcs     | Folder, Morocco, Short, w/ Plastic Binder, Blue                 | 6.80      | 136.00    |
| 25  | 20   | pcs     | Folder, Morocco, Short, w/ Plastic Binder, Brown                | 6.80      | 136.00    |
| 26  | 20   | pcs     | Folder, Morocco, Short, w/ Plastic Binder, Gold                 | 6.80      | 136.00    |
| 27  | 20   | pcs     | Folder, Morocco, Short, w/ Plastic Binder, Green                | 6.80      | 136.00    |
| 28  | 20   | pcs     | Folder, Morocco, Short, w/ Plastic Binder, Red                  | 6.80      | 136.00    |
| 29  | 90   | pcs     | Folder, Plastic, Transp., w/ plastic binder, A4, Clearwhite     | 5.50      | 495.00    |
| 30  | 189  | pcs     | Folder, Plastic, Transp., w/ plastic binder, Long, Clearwhite   | 6.00      | 1,134.00  |
| 31  | 239  | pcs     | Folder, Plastic, Transp., w/ plastic binder, Short, Clearwhite  | 5.50      | 1,314.50  |
| 32  | 170  | pcs     | Folder, Pressboard, Long, Blue                                  | 27.00     | 4,590.00  |

Balance carried forward .....

**135,468.70**

Performance Bond (5% of the total PO) either in Cash or Manager's Check = P 12,017.21

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 of delay** shall be imposed.

Conforme:

 05/22/14

(Supplier's Signature over printed name)

Date

Requesting Office/Dept.

Certified Correct:

**ROBERTO C. GUARTE**

(Authorized Official)

**ERLINDA S. ESGUERRA**

Head, Acctg. Div

Very truly yours,

**JOSE L. BACUSMO**

President

Amount:

ALOBS No.

# PURCHASE ORDER VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Supplier: **WILLIAM'S Commercial**  
Address: Cebu City

PO No GF-14-04-003(APP)  
Date: 28-Apr-14  
PR No: 2014-02-0203  
Mode of Procurement: Comp Bidding  
Delivery Term: FOB Site  
Payment Term:

Place of Delivery: VSU, Baybay, Leyte  
Date of Delivery: 30 days upon receipt of PO

| No. | Qty | Unit  | DESCRIPTION                                                     | Unit Cost | Amount            |
|-----|-----|-------|-----------------------------------------------------------------|-----------|-------------------|
|     |     |       | <b>Balance brought forward .....</b>                            |           | 135,468.70        |
| 33  | 50  | pcs   | Folder, Pressboard, Long, Green, w/ Top Fastener                | 19.00     | 950.00            |
| 34  | 285 | pcs   | Folder, Pressboard, Long, Maroon                                | 22.50     | 6,412.50          |
| 35  | 281 | pcs   | Folder, Pressboard, Long, US, Green, Double Fold                | 23.50     | 6,603.50          |
| 36  | 10  | pcs   | Folder, Pressboard, Long, Yellow                                | 24.00     | 240.00            |
| 37  | 10  | pcs   | Folder, Pressboard, Short, Blue                                 | 23.50     | 235.00            |
| 38  | 22  | btls  | Ink, Refill, Pentel, Pilot, Black                               | 68.98     | 1,517.56          |
| 39  | 4   | btls  | Ink, Refill, Pentel, Pilot, Blue                                | 68.98     | 275.92            |
| 40  | 3   | btls  | Ink, Refill, Pentel, Pilot, Red                                 | 68.98     | 206.94            |
| 41  | 30  | btls  | Ink, Refill, Whiteboard, Pilot, Black                           | 103.15    | 3,094.50          |
| 42  | 15  | btls  | Ink, Refill, Whiteboard, Pilot, Blue                            | 103.15    | 1,547.25          |
| 43  | 10  | btls  | Ink, Refill, Whiteboard, Pilot, Red                             | 103.15    | 1,031.50          |
| 44  | 79  | btls  | Ink, Stamp Pad, w/ Applicator, Violet                           | 23.60     | 1,864.40          |
| 45  | 10  | pcs   | Morocco Board, Blue, 31 x 43                                    | 36.95     | 369.50            |
| 46  | 10  | pcs   | Morocco Board, Cream, 31" x 43"                                 | 36.95     | 369.50            |
| 47  | 10  | pcs   | Morocco Board, Green, 31 x 43                                   | 36.95     | 369.50            |
| 48  | 2   | pcs   | Morocco Board, Light Blue, 31 x 43                              | 36.95     | 73.90             |
| 49  | 10  | reams | Paper, Bond, Long, 8½ x 13, S-16, good qty                      | 122.00    | 1,220.00          |
| 50  | 226 | reams | Paper, Bond, Long, 8-1/2 x 13, S-20, Swallow                    | 136.60    | 30,871.60         |
| 51  | 229 | reams | Paper, Bond, Short, 8½ x 11, S-20, Swallow                      | 115.60    | 26,472.40         |
| 52  | 327 | reams | Paper, Book, Long, 8½ x 13, S-20, WCCI                          | 130.00    | 42,510.00         |
| 53  | 30  | reams | Paper, Book, Short, 8 1/2 x 11, S-20, WCCI                      | 120.00    | 3,600.00          |
| 54  | 119 | pads  | Paper, Pad, Yellow, 8½x13, 80 lvs                               | 16.50     | 1,963.50          |
| 55  | 37  | btls  | Paste, Solid, w/ Water Well & Applicator, 200gms                | 25.50     | 943.50            |
| 56  | 36  | pcs   | Pen, Highlighting, Faber Castel or its equivalent, Yellow       | 29.80     | 1,072.80          |
| 57  | 82  | pcs   | Pen, Highlighting, Stabilo Boss or its equivalent, Asstd. Color | 28.90     | 2,369.80          |
| 58  | 51  | pcs   | Pen, Pentel, Black, Broad Tip, Pilot Supermarker                | 30.25     | 1,542.75          |
| 59  | 253 | pcs   | Pen, Pentel, Black, Fine Tip, Pilot Supermarker                 | 30.25     | 7,653.25          |
| 60  | 17  | pcs   | Pen, Pentel, Blue, Broad Tip, Pilot Supermarker                 | 30.25     | 514.25            |
| 61  | 61  | pcs   | Pen, Pentel, Blue, Fine Tip, Pilot Supermarker                  | 30.25     | 1,845.25          |
| 62  | 6   | pcs   | Pen, Pentel, Green, Fine Tip, Pilot Supermarker                 | 30.25     | 181.50            |
| 63  | 5   | pcs   | Pen, Pentel, Red, Broad Tip, Pilot Supermarker                  | 30.25     | 151.25            |
|     |     |       | <b>Balance carried forward .....</b>                            |           | <b>283,542.02</b> |

Performance Bond (5% of the total PO) either in Cash or Manager's Check = P 12,017.21

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 of delay shall be imposed.

Conforme:

*[Signature]* 05/22/14

(Supplier's Signature over printed name)

Date

Requesting Office/Dept.

Certified Correct:

**ROBERTO C. GUARTE**

(Authorized Official)

**ERLINDA S. ESGUERRA**

Head, Acctg. Div

Very truly yours,

**JOSE L. BACUSMO**

President

Amount:

ALOBS No.

# PURCHASE ORDER VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Supplier: **WILLIAM'S Commercial**  
Address: Cebu City

PO No GF-14-04-003(APP)  
Date: 28-Apr-14  
PR No: 2014-02-0203  
Mode of Procurement: Comp Bidding  
Delivery Term: FOB Site  
Payment Term:

Place of Delivery: VSU, Baybay, Leyte  
Date of Delivery: 30 days upon receipt of PO

| No. | Qty | Unit  | DESCRIPTION                                                   | Unit Cost | Amount            |
|-----|-----|-------|---------------------------------------------------------------|-----------|-------------------|
|     |     |       | <b>Balance brought forward .....</b>                          |           | <b>283,542.02</b> |
| 64  | 49  | pcs   | Pen, Pentel, Red, Fine Tip, Pilot Supermarker                 | 30.25     | 1,482.25          |
| 65  | 5   | pcs   | Pen, Projector, Black, Permanent                              | 43.50     | 217.50            |
| 66  | 151 | pcs   | Pen, Whiteboard Marker, Pilot or its equiv., black            | 44.85     | 6,772.35          |
| 67  | 35  | pcs   | Pen, Whiteboard Marker, Pilot or its equiv., blue             | 44.85     | 1,569.75          |
| 68  | 41  | pcs   | Pen, Whiteboard Marker, Pilot or its equiv., red              | 44.85     | 1,838.85          |
| 69  | 16  | pcs   | Ring Binder, Plastic, 1", Black                               | 22.80     | 364.80            |
| 70  | 47  | pcs   | Ring Binder, Plastic, 1/2", Black                             | 9.50      | 446.50            |
| 71  | 6   | pcs   | Ring Binder, Plastic, 1/2", White                             | 9.50      | 57.00             |
| 72  | 89  | pcs   | Ring Binder, Plastic, 1/4", Black                             | 7.80      | 694.20            |
| 73  | 15  | pcs   | Ring Binder, Plastic, 2", Black                               | 40.80     | 612.00            |
| 74  | 9   | pcs   | Stamping Pad, Felt Pad, 70mm x 100mm, LCT brand               | 35.00     | 315.00            |
| 75  | 11  | pcs   | Staple Remover, Twin Jaws, UK brand                           | 9.00      | 99.00             |
| 76  | 3   | pcs   | Staple Wire, HD-3LS, 13mm, Max                                | 39.00     | 117.00            |
| 77  | 33  | pcs   | Staple Wire, Max HD-3LS, 10mm                                 | 37.80     | 1,247.40          |
| 78  | 20  | rolls | Tape, Masking, 1" x 15m, good quality, Polytape               | 9.70      | 194.00            |
| 79  | 100 | rolls | Tape, Masking, 1/2"x15m, Polytape                             | 7.80      | 780.00            |
| 80  | 73  | rolls | Tape, Packaging, 2" x 50m, Polytape                           | 18.60     | 1,357.80          |
| 81  | 18  | rolls | Tape, Packaging, 2" x 100m, Polytape                          | 36.00     | 648.00            |
| 82  | 166 | rolls | Tape, Transparent, 1" x 50m, good quality                     | 9.50      | 1,577.00          |
| 83  | 25  | rolls | Tape, Transparent, 2" x 50m, good quality                     | 18.60     | 465.00            |
| 84  | 92  | tubes | Air Freshener, 320mL, Orange/Lemon, Glade                     | 174.88    | 16,088.96         |
| 85  | 65  | pcs   | Bathroom Deodorizer, Lemon/Orange Scent, Albatros             | 26.50     | 1,722.50          |
| 86  | 10  | tubes | Cleaner, Furniture, Aerosol-type, Multi-purpose, 400m, Pledge | 298.00    | 2,980.00          |
| 87  | 55  | tubes | Cleaner, Glass, Lemon Scent, Pledge/21M                       | 121.50    | 6,682.50          |
| 88  | 119 | tubes | Cleanser, Powder, Ajax, 350 gms                               | 35.00     | 4,165.00          |
| 89  | 64  | btls  | Disinfectant Cleaner, Lemon Scented, Zonrox                   | 122.40    | 7,833.60          |
| 90  | 40  | pcs   | Mop Rug, Heavy Duty, 100% Cotton                              | 55.00     | 2,200.00          |
| 91  | 35  | pcs   | Scouring Pad, Big Economy Size, 3M, Scotch Brite              | 35.00     | 1,225.00          |
| 92  | 10  | bars  | Soap, Detergent, Bar, Tide/Surf                               | 22.50     | 225.00            |
| 93  | 79  | packs | Soap, Detergent, Powder, 1kg/pack                             | 66.00     | 5,214.00          |
| 94  | 36  | packs | Soap, Detergent, Powder, 80gms, Tide                          | 56.50     | 2,034.00          |
|     |     |       | <b>Balance carried forward .....</b>                          |           | <b>354,767.98</b> |

Performance Bond (5% of the total PO) either in Cash or Manager's Check = P 12,017.21

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 of delay shall be imposed.

Conforme:

*Muel 05/22/14*

(Supplier's Signature over printed name)

Date

Requesting Office/Dept.

Certified Correct:

**ROBERTO C. GUARTE**

(Authorized Official)

**ERLINDA S. ESGUERRA**

Head, Acctg. Div

Very truly yours,

**JOSE L. BACUSMO**

President

Amount:

ALOBS No.

## Visca, Baybay, Leytre

PO No: GF-14-04-003(APP)  
Date: 28-Apr-14  
PR No: 2014-02-0203  
Mode of Procurement: Comp Bidding  
Delivery Term: FOB Site  
Payment Term:

Place of Delivery: VSU, Baybay, Leyte  
Date of Delivery: 30 days upon receipt of PO

Performance Bond (5% of the total PO) either in Cash or Manager's Check = P 12,017.21

Very truly yours,

myel 05/22/14

(Supplier's Signature over printed name)

Date \_\_\_\_\_

|                         |  |
|-------------------------|--|
| Requesting Office/Dept. |  |
|-------------------------|--|

Certified Correct:

**JOSE L. BACUSMO**  
President

Amount:

AL OBS No.

**ROBERTO C. GUARTE**  
(Authorized Official)

**ERLINDA S. ESGUERRA**  
Head, Acctg. Div