

PURCHASE ORDER

CAVITE STATE UNIVERSITY

Entity Name

Supplier: <u>NAPSCEA ENTERPRISES</u>	P.O. No.: <u>2021-10-577B</u>
Address: <u>JP Rizal St. Naic, Cavite</u>	Date: <u>10/05/21</u>
TIN: <u>234-189-167-001</u>	Mode of Procurement: <u>small value procurement</u>
	Requisitioner: <u>E. Del Mundo - CON</u>

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

Place of Delivery: <u>CvSU - CON</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>20 days upon receipt of PO</u>	Payment Term: <u>Check</u>


Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	Marker, whiteboard, black, felt tip, bullet type	10	11.40	114.00
2	bxs	Paper clip, vinyl/plastic coat, 32mm	10	6.10	61.00
3	bxs	Paper clip, vinyl/plastic coat, 48mm	10	14.00	140.00
4	bxs	Staple wire, standard 26/6, #35	10	22.25	222.50
5	rolls	Tape, packaging, 48mm	10	19.50	195.00
6	rolls	Tape, transparent, 24mm	10	10.00	100.00
7	packs	Cartolina, asstd colors	20	83.50	1,670.00
8	rms	Paper, multi-purpose (COPY) A4, 70gsm	100	128.22	12,822.00
9	pcs	Puncher, paper, HD, with two hole guide	2	131.00	262.00
10	pcs	Tape dispenser, table top, for 24mm tape	2	55.50	111.00
11	pcs	Eraser, dust-free, big	2	20.00	40.00
12	btls	Glue, multi-purpose, 1010g	10	320.00	3,200.00
13	bxs	Pencil #1, 12's	10	80.00	800.00
14	pcs	Sticky note, yellow, 1.5" x 2"	6	28.00	168.00
15	pcs	Sticky note, yellow, 2" x 3"	6	55.00	330.00
16	pcs	Sticky note, yellow, 3" x 3"	6	60.00	360.00
17	pcs	Sticky note, yellow, 3" x 4"	6	65.00	390.00
18	pcs	Sticky note, yellow, 3" x 5"	6	98.00	588.00
19	bxs	Folder, pressboard, plain, long, green, 50's	2	475.00	950.00
20	pcs	Folder, tagboard, legal, white	100	4.00	400.00
21	bxs	Folder, pressboard, plain, A4, green	2	475.00	950.00
22	btls	Epson ink, T6641, black	100	254.40	25,440.00
23	btls	Epson ink, T6642, cyan	40	254.40	10,176.00

(Page 1 of 2)

(Total Amount in Words) 59,489.50

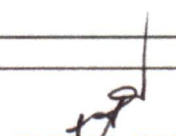
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Very truly yours,


HERNANDO D. ROBLES
 University President

Conforme: _____
 Signature over Printed Name of Supplier

 Date

Fund Cluster: _____	ORS/BURS No.: <u>2021-10-9449 & 9457</u>
Funds Available: _____	Date of ORS/BURS: <u>11-10-21</u>
 MAECY C. NOCEDA Accountant III	Amount: <u>59,489.50</u>

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CAVITE STATE UNIVERSITY

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Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
24	btls	Epson ink, T6643, magenta	40	254.40	10,176.00
25	btls	Epson ink, T6644, yellow	40	254.40	10,176.00
26	pcs	Stapler, HD, with remover, #35	4	110.00	440.00
27	packs	Index tab flags, transparent film, arrow shape	40	35.00	1,400.00
28	units	Electric fan, orbit, ceiling, metal blade	2	1,369.30	2,738.60
29	units	Water dispenser, hot & cold	2	5,600.00	11,200.00
30	pcs	Internal HDD, 500GB	2	2,730.00	5,460.00
					41,590.60

CAVITE STATE UNIVERSITY
SUPPLY & PROPERTY OFFICE
RECEIVED

BY: [Signature]
DATE: 10/05/21

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(Total Amount in Words) **101,080.10**

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 on the undelivered item/s.

Very truly yours,

HERNANDO D. ROBLES
University President

Conforme: _____
Signature over Printed Name of Supplier

Date

Fund Cluster: _____	ORS/BURS No.: <u>949 d 947</u>
Funds Available: _____	Date of ORS/BURS: _____
MAECY Q. NOCEDA Accountant III	Amount: _____