



PURCHASE ORDER

Supplier: ZION INK RETAILING P. O. No. 001-2023-04-176A
 Address: Butuan City Date: May 10, 2023
 TIN: _____ Mode of Procurement: Shopping

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

Place of Delivery: CSU Cabadbaran City Delivery Term: F.O.B. Destination
 Date of Delivery: 30 days upon receipt of P.O. Payment Term: within 60 days upon complete delivery

Stock No.	Unit	Description	Quantity	Unit Cost	Total Cost
1 Lot Supply and Delivery of Office Supplies (RAF)					
	ream	PAPER, Multicopy, 80gsm, size: 216mm x 330mm	36	295.00	10,620.00
	ream	PAPER, Multicopy, 80gsm, size: 210mm x 297mm	36	300.00	10,800.00
	piece	Certificate Holder, A4 Size	230	60.00	13,800.00
	pack	Sticker Paper, A4 Size	25	30.00	750.00
	bundle	FOLDER TAGBOARD, Legal Size	5	45.00	225.00
	pack	FOLDER, PRESSBOARD, 240mm x 370mm (-5mm)	2	1,350.00	2,700.00
	box	CLIP, Backfold, Metal, 19mm (-1mm)	15	30.00	450.00
	box	CLIP, Backfold, Metal, 25mm (-1mm)	15	35.00	525.00
	box	CLIP, Backfold, Metal, 50mm (-1mm)	15	95.00	1,425.00
	piece	Correction Tape, Roller Type, 6m min	25	55.00	1,375.00
	tube	Cutter Blade, for heavy duty cutter	2	125.00	250.00
	set	File Tab Divider (bristol board), A4 Size	10	90.00	900.00
	set	File Tab Divider (bristol board), Legal Size	12	120.00	1,440.00
	jar	Glue, All-purpose, 200 grams min	2	85.00	170.00
	box	Index Tab, self-adhesive, transparent	15	135.00	2,025.00
	set	MARKER, Fluorescent, 3 assorted colors per set	20	115.00	2,300.00
	piece	MARKER, permanent, color: black, medium point	30	66.00	1,980.00
	piece	MARKER, permanent, color: blue, medium point	20	66.00	1,320.00
	piece	MARKER, permanent, color: red, medium point	20	66.00	1,320.00
	piece	MARKER, for whiteboard, color: black	25	75.00	1,875.00
	piece	MARKER, for whiteboard, color: blue	16	65.00	1,040.00
	piece	MARKER, for whiteboard, color: red	16	65.00	1,040.00
	box	PAPER CLIP, vinyl/plastic coated, length: 32mm min	5	18.00	90.00
	box	PAPER CLIP, vinyl/plastic coated, length: 48mm min	10	25.00	250.00
	pack	Scouring Pad (made of synthetic nylon), 140 x 220mm	5	30.00	150.00
	piece	SIGN PEN, liquid/gel ink, color: red, 0.5mm needle tip	50	35.00	1,750.00
	pack	Sticker, (signature)	40	35.00	1,400.00
	unit	Table Top Tape Dispenser, 8.8cm x 21.3cm x 10.3cm	3	420.00	1,260.00

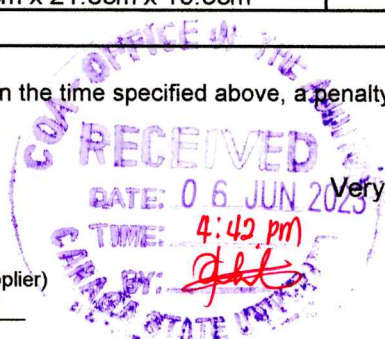
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SubTotal 63,230.00

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 everyday of delay shall be imposed.

Conforme: _____ Very truly yours,
ZION INK RETAILING **DEOMILA A. BASNIG, Ph.D.**
 (Signature Over Printed Name of Supplier) Chanceller

 (Date)



As provided for in Sec. 62.1 of the IRR-A of RA 9184, I/We conform to the three (3) months warranty in case of supplies and one (1) year warranty in the case of equipment from the date the goods are completely delivered

 (Signature Over Printed Name of Supplier/Duly Authorized Representative)

Fund Cluster:	ARLENE D. GALES, CPA	ORS/BURS No. : _____
Funds Available:	Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit	Date of the ORS/BURS: _____ Amount: 163,395.00



PURCHASE ORDER


Supplier: ZION INK RETAILING P. O. No. 001-2023-04-176A
 Address: Butuan City Date: May 10, 2023
 TIN: _____ Mode of Procurement: Shopping

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

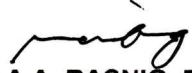
Place of Delivery: CSU Cabadbaran City Delivery Term: F.O.B. Destination
 Date of Delivery: 30 days upon receipt of P.O. Payment Term: within 60 days upon complete delivery

Stock No.	Unit	Description	Quantity	Unit Cost	Total Cost
		Balance forwarded			63,230.00
	roll	TAPE, transparent, width: 24mm (±1mm)	20	48.00	960.00
	pack	PARCHMENT PAPER, 210mm x 297mm, Multi-purpose	10	55.00	550.00
	piece	SCISSOR, all-purpose, stainless blades, 8 inches	15	65.00	975.00
	pack	SPECIALTY PAPER, A4 Size. 90gsm	30	65.00	1,950.00
	pack	SPECIALTY PAPER, A4 Size. 200gsm	35	67.00	2,345.00
	box	Thumbtacks	10	190.00	1,900.00
	bottle	EPSON INK, L3110 (003-Black)	100	240.00	24,000.00
	bottle	EPSON INK, L3110 (003-Cyan)	70	245.00	17,150.00
	bottle	EPSON INK, L3110 (003-Yellow)	70	245.00	17,150.00
	bottle	EPSON INK, L3110 (003-Magenta)	70	245.00	17,150.00
	pad	NOTE PAD, stick-on, 76mm x 100mm (3"x4") min	10	45.00	450.00
	pad	NOTE PAD, stick-on, 76mm x 76mm (3"x3") min	10	35.00	350.00
	piece	Diswashing Liquid, 475ml	12	145.00	1,740.00
	can	Furniture Cleaner, aerosol type, 300ml per can	2	365.00	730.00
	roll	TRASHBAG, plastic, gusseted type, black	25	39.00	975.00
	pack	TOILET TISSUE, 12 rolls per pack	20	350.00	7,000.00
	box	FACE MASK	6	55.00	330.00
	can	DISINFECTANT SPRAY, 400-550 grams	2	410.00	820.00
	box	BALLPEN, 20pcs./box, 0.5mm, black	10	130.00	1,300.00
	piece	SCISSOR, heavyduty	1	60.00	60.00
	piece	File Tray	2	640.00	1,280.00
	piece	NOTEBOOK, stenograph, spiral, 40 leaves	30	25.00	750.00
	pack	SPECIAL PAPER, A4 Size	5	50.00	250.00
		xxxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxxxxx			-
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		Page 2 of 2			-
One Hundred Sixty Three Thousand Three Hundred Ninety Five Pesos Only				TOTAL	163,395.00

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
Conforme:

ZION INK RETAILING
 (Signature Over Printed Name of Supplier)

 (Date)

Very truly yours,

DEOMILA A. BASNIG, Ph.D.
 Chancellor

As provided for in Sec. 62.1 of the IRR-A of RA 9184, I/We conform to the three (3) months warranty in case of supplies and one (1) year warranty in the case of equipment from the date the goods are completely delivered

 (Signature Over Printed Name of Supplier/Duly Authorized Representative)

Fund Cluster:	 ARLENE D. GALES, CPA	ORS/BURS No. : _____
Funds Available:	Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit	Date of the ORS/BURS: _____ Amount: 163,395.00