



Republic of the Philippines  
**Cebu Normal University**  
 Osmeña Boulevard, Cebu City  
 Telephone Number : 254-6813

## PURCHASE ORDER

Supplier : <b>TRIMAX COMPUTER SUPPLIES</b>	P.O. No. : <b>18-09-577</b>
Address : <b>AYA-AY ARCADE GEN. MAXILOM AVE.</b>	Date : <b>September 18, 2018</b>
Tel.No. : <b>412-6699 / 233-2218</b>	RC Code :
TIN : <b>135-445-379-000</b>	Mode of Procurement <b>Public Bidding</b>

**GENTLEMEN :** Please furnish this office the following articles subject to the terms and conditions contained herein.

Purpose : **For CNU Office Supplies**  
 Place of Delivery : **Cebu Normal University**  
 Date of Delivery : **October 18, 2018**  
 Delivery Term : **30 days**  
 Payment Term : **Through ADA from 5 to 7 days after complete delivery**

Acct Code	Qty	Unit	Description	Unit Cost	Total Amount
	50	bottles	Glue 130 grms	58.00	2,900.00
	25	pcs	Highlighter marker yellow	33.00	825.00
	25	pcs	Highlighter marker green	33.00	825.00
	25	pcs	Highlighter marker orange	33.00	825.00
	25	pcs	Highlighter marker pink	33.00	825.00
	10	reams	Laid paper, Multi-Purpose (Cream) long	763.00	7,630.00
	10	reams	Laid paper, Multi-Purpose (Pink) long	763.00	7,630.00
	10	reams	Laid paper, Multi-Purpose (Green) long	763.00	7,630.00
	10	reams	Laid paper, Multi-Purpose (Blue) long	763.00	7,630.00
	10	reams	Laid paper, Multi-Purpose (Yellow) long	763.00	7,630.00
	10	reams	Laid paper, Multi-Purpose (Cream) long	763.00	7,630.00
	10	reams	Laid paper, Multi-Purpose (pink) long	763.00	7,630.00
	10	reams	Laid paper, Multi-Purpose (green) long	763.00	7,630.00
	10	reams	Laid paper, Multi-Purpose (blue) long	763.00	7,630.00
	10	reams	Laid paper, Multi-Purpose (yellow) long	763.00	7,630.00
	15	pcs	Magazine file box, 110mm x 220mm x 265mm, with op	763.00	7,630.00
	50	box	Map Pin, Round head, 100s/box	112.00	1,680.00
	60	pcs	Marker, Permanent, bullet type, black	28.00	1,400.00
	10	Pc.	Numbering machine, heavy duty 8 digits	32.00	1,920.00
	10	jar	Office paste Redstone /jar	560.00	5,600.00
	10	bottle	Padding Adhesive Glue, 100g	42.00	420.00
	300	pc	Record Book, #85 300 pages	21.00	420.00
	5	spool	Typewriter Ribbon	420.00	126,000.00
	4	bundle	Ring Binder, 6mmx1.12m, plastic 10pcs/bdle 1/4" black	28.00	140.00
	4	bundle	Ring Binder, 8mm x 1.12m, plastic, 10pcs/bdle, 5/16"	532.00	2,128.00
	4	bundle		588.00	2,352.00

**PAGE 3 OF 5 SHEETS**  
**GROSS PAYABLE AMOUNT** ₱ 224,350.00  
**DISCOUNT, if any**  
**NET PAYABLE AMOUNT** ₱ 224,350.00

**GRAND TOTAL**  
 is on page 5  
**224,350.00**

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

**Funds Available :**  
 SUPPLIER'S SIGNATURE OVER PRINTED NAME and DATE: *[Signature]* 10-2-18  
 ACCOUNTANT: **FILOMENA T. DAYAGBIL, Ed.D.**  
**SUC President III**

**ROCHE O. TORREJOS**  
 Accountant  
 ALOBS NO. :  
 AMOUNT :  
 PREPARED BY : *[Signature]*