



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

PURCHASE ORDER

12.3.18 - STF - Office Supplies

Supplier : OFFICEBOX ENT.	P.O. No. : 18-11-915
Address : TIPOLO MANDAUE CITY	Date : November 27, 2018
Tel.No. : 345-3204 / 422-6203/345-3201	RC Code :
TIN : 214-859-198-000	Mode of Procurement
	Public Bidding

GENTLEMEN :

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

Purpose : Office Supplies for CNU Offices use

Place of Delivery : Cebu Normal University **Delivery Term :** 30 days

Date of Delivery : December 27, 2018 **Payment Term :** Through ADA from 5 to 7 days after complete delivery

Acct Code	Qty	Unit	Description	Unit Cost	Total Amount
	100	pcs	Arch Lever File ,3 holes, A4	157.00	15,700.00
	100	box	Arch Lever File ,3 holes, legal	157.00	15,700.00
	80	box	Arch Lever File ,2 holes, legal	110.00	8,800.00
	120	box	Ballpen black- retractable 12/box pilot	490.00	58,800.00
	120	box	Ballpen blue- retractable 12/box pilot	490.00	58,800.00
	20	box	Ballpen red- retractable 12/box pilot	490.00	9,800.00
	205	packs	Battery (AA) 4 pcs / pack , energizer	175.00	35,875.00
	195	packs	Battery (AAA) 4 pcs / pack ,energizer	200.00	39,000.00
	800	reams	Bondpaper (US Long Size, substance20)	211.00	168,800.00
	700	reams	Bond paper (U.S., short size, substance 20)	180.00	126,000.00
	300	reams	Bond paper mimeograph S20 long size	198.00	59,400.00
	200	reams	Bond Paper, colored Blue, long size S20	220.00	44,000.00
	200	reams	Bond Paper, colored Green, long size S20	220.00	44,000.00
	200	reams	Bond Paper, colored Pink, long size S20	220.00	44,000.00
	200	reams	Bond Paper, Colored, Yellow, long S20	220.00	44,000.00
	50	reams	Bond Paper, colored Blue, short size S20	220.00	11,000.00
	50	reams	Bond Paper, colored Green, short size S20	220.00	11,000.00
	50	reams	Bond Paper, colored Pink, short size S20	220.00	11,000.00
	50	reams	Bond Paper, Colored, Yellow, short S20	220.00	11,000.00
	15	pcs	Calculator , 8 Digits	350.00	5,250.00
	50	pcs	Correction pen 7ml	110.00	5,500.00
	398	pcs	Correction tape - disposable, usable length of 6 meters(min), 5mm width	20.00	7,960.00
	50	pcs	Cutter heavy duty 18 mm	320.00	16,000.00
	53	pcs	Clearbook, spring type , legal	35.00	1,855.00

PAGE 1 OF 4 SHEETS	GROSS PAYABLE AMOUNT	853,240.00
	DISCOUNT, if any	-
	NET PAYABLE AMOUNT	853,240.00

GRAND TOTAL

is on page 4

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.

CONFORME :

MICHEL ESPARCOA 12/05/18 **FILOMENA T. DAYAGBIL, Ed.D.**
SUC President III

SUPPLIER'S SIGNATURE OVER PRINTED NAME and DATE

Funds Available :

ROCHE O. TORREJOS
Accountant

ALOS NO. :
AMOUNT :