

# PURCHASE ORDER

Telephone Number : 234-0813

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

**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  
**Delivery Term :** 30 days  
**Date of Delivery :** October 18, 2018  
**Payment Term :** Through ADA from 5 to 7 days after complete delivery

Acct Code	Qty	Unit	Description	Unit Cost	Total Amount
	100	pcs	Data Binder document file Lever Arch doc. File: A4	91.00	9,100.00
	10	pcs	Data and Stamping Machine, self inking	42.00	420.00
	50	pcs	Data File Box (5"x9"x15-3/4") horizontal	112.00	5,600.00
	50	pcs	Data Filer, (15" x 10" x4"), 3 holes	350.00	17,500.00
	70	boxes	Double clip binder (1 5/8"), 12 pcs/box	49.00	3,430.00
	70	boxes	Double Clip binder (1 1/2"), 12 pcs/box	21.00	1,470.00
	70	boxes	Double Clip binder (3/4"), 24pcs/box	13.00	910.00
	70	boxes	Double Clip binder (1/2"), 24pcs/box	13.00	910.00
	70	boxes	Envelope brown short size (500pc/box)	71.00	4,970.00
	5	boxes	Expanding envelopes short, w/ garter brown	980.00	4,900.00
	300	pcs	Fastener plastic:	13.00	3,900.00
	20	boxes	File Tab Divider bristol board FILE TAB DIVIDER, A4,	35.00	700.00
	400	sets	for 210mm x 297mm (A4 size) documents, bristol board	210.00	84,000.00
			bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm		
			thickness, five (5) colors per set		
	400	sets	File Tab Divider, bristol board, LEGAL SIZE, for 216mm	280.00	112,000.00
			x 330mm (legal size) documents, bristol board, 330mm		
			330mm x 2216mm Leaf size, 68mm x 15mm		
			five(5) colors per set		
	20	packs	Folder, short white size 100. pcs/pack	406.00	8,120.00
	10	packs	folder, expandable long 100 pcs/pack	32.00	320.00
	10	packs	Folder pressboard, plain, legal, 100s/box	406.00	4,060.00
	80	pcs	Folder long white with jacket	15.00	1,200.00
	80	pcs	Folder short white with jacket	12.00	960.00

**PAGE 2 OF 5 SHEETS**

<b>GROSS PAYABLE AMOUNT</b>	264,470.00
<b>DISCOUNT, if any</b>	
<b>NET PAYABLE AMOUNT</b>	264,470.00

**GRAND TOTAL**  
 is on page 5

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

**Funds Available :**

<b>PREPARED BY :</b> <i>Arles</i>	<b>Version 1.00 by Edwin O. Monsanto 20120808</b>
<b>Accountant</b>	<b>Accountant</b>

**PHOMENAT. DAYAGBIL, Ed.D.**  
 SUC President III

**ROCHE O. TORRELIOS**  
 Accountant