



PURCHASE ORDER

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
	153	boxes	Double clip binder (1 5/8"), 12 pcs/box	40.00	6,120.00
	157	boxes	Double Clip binder 1", 12 pcs/box	20.00	3,140.00
	155	boxes	Double Clip binder (1/2"), 24pcs/box	20.00	3,100.00
	150	boxes	Double Clip binder (3/4"), 24pcs/box	15.00	2,250.00
	140	boxes	Double Clip binder 2", 12 pcs/box	73.00	10,220.00
	5	boxes	Envelope brown short size (500pc/box)	670.00	3,350.00
	300	pcs	Expanding envelopes short, w/ garter brown	11.00	3,300.00
	3,500	pcs	Expanding envelopes long, w/ garter brown	11.00	38,500.00
	100	boxes	Fastener ,plastic 50 set/box	37.00	3,700.00
	300	sets	File Tab Divider bristol board , A4, 297mm x 210mm Leaf Size(min), 65mm x 12mm thickness, five (5) colors per set	90.00	27,000.00
	300	sets	File Tab Divider, bristol board, LEGAL SIZE, 330mm x 2216mm Leaf size, 68mm x 15mm five(5) colors per set	90.00	27,000.00
	20	packs	Folder, short white 100 pcs/pack	410.00	8,200.00
	10	packs	folder, expandable long 100 pcs/pack	2,670.00	26,700.00
	100	pcs	Folder long white with jacket	14.00	1,400.00
	100	pcs	Folder short white with jacket	13.00	1,300.00
	112	bottles	Glue 240 grms	105.00	11,760.00
	50	pcs	Highlighter marker yellow, standard size, shivel tip	18.00	900.00
	50	pcs	Highlighter marker green, standard size, shivel tip	18.00	900.00
	50	pcs	Highlighter marker orange, standard size, shivel tip	18.00	900.00
	50	pcs	Highlighter marker pink, standard size, shivel tip	18.00	900.00
	12	reams	Laid paper, Multi-Purpose (Cream) long	944.00	11,328.00
GROSS PAYABLE AMOUNT				☞	191,968.00
DISCOUNT, if any					-
NET PAYABLE AMOUNT				☞	191,968.00

PAGE 2 OF 4 SHEETS

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 :

12/05/18

RICHIE ESPANCA **FILOMENA T. DAYAGBIL, Ed.D.**
SUPPLIER'S SIGNATURE OVER PRINTED NAME and DATE **SUC President III**

Funds Available :

ALOS NO. : _____
 AMOUNT : _____

ROCHE O. TORREJOS
 Accountant