



PURCHASE ORDER

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|---|---------------------------------|
| 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 |
|-----------------------------|-----|--------|--|-----------|-------------------|
| | 12 | reams | Laid paper, Multi-Purpose (Pink) long | 944.00 | 11,328.00 |
| | 12 | reams | Laid paper, Multi-Purpose (Green) long | 944.00 | 11,328.00 |
| | 12 | reams | Laid paper, Multi-Purpose (Blue) long | 944.00 | 11,328.00 |
| | 12 | reams | Laid paper, Multi-Purpose (Yellow) long | 944.00 | 11,328.00 |
| | 12 | reams | Laid paper, Multi-Purpose (Cream) short | 708.00 | 8,496.00 |
| | 10 | reams | Laid paper, Multi-Purpose (pink) short | 708.00 | 7,080.00 |
| | 10 | reams | Laid paper, Multi-Purpose (green) short | 708.00 | 7,080.00 |
| | 10 | reams | Laid paper, Multi-Purpose (blue) short | 708.00 | 7,080.00 |
| | 10 | reams | Laid paper, Multi-Purpose (yellow) short | 708.00 | 7,080.00 |
| | 100 | pcs | Magazine file box, 110mm x 220mm x 265mm, with close end | 116.00 | 11,600.00 |
| | 50 | box | Map Pin, Round head, 100s/box | 35.00 | 1,750.00 |
| | 50 | box | Push Pin, 100s/box | 41.00 | 2,050.00 |
| | 10 | bottle | Padding Adhesive Glue, 100g, Red color | 70.00 | 700.00 |
| | 100 | pcs | Scissor (8"), heavy duty, pointed tip | 50.00 | 5,000.00 |
| | 80 | box | Sign pen, 0.4 black 12pcs / box | 766.00 | 61,280.00 |
| | 80 | box | Sign pen, 0.4 blue 12pcs / box | 766.00 | 61,280.00 |
| | 10 | box | Sign pen, 0.4 red 12pcs / box | 766.00 | 7,660.00 |
| | 40 | pcs | Sharpener, Single Cutterhead, tabletop | 275.00 | 11,000.00 |
| | 25 | pack | Specialty board Legal 100pc/pack | 315.00 | 7,875.00 |
| | 25 | pack | Specialty board Letter 100pc/pack | 270.00 | 6,750.00 |
| | 40 | bottle | Stamp pad ink Violet 50 ml | 15.00 | 600.00 |
| | 40 | pad | Stamp pad, 4X2" | 27.00 | 1,080.00 |
| | 40 | pcs | Stamping Dater, 4mm | 45.00 | 1,800.00 |
| | 20 | pack | Sticker paper, long white (20pcs/pack) non-glossy | 70.00 | 1,400.00 |
| GROSS PAYABLE AMOUNT | | | | | 263,953.00 |
| DISCOUNT, if any | | | | | - |
| NET PAYABLE AMOUNT | | | | | 263,953.00 |

PAGE 3 OF 4 SHEETS

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| 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 :
 _____ *MARIE ESPANCA* 12/05/18 _____ **FILOMENA T. DAYAGBIL, Ed.D.**
SUPPLIER'S SIGNATURE OVER PRINTED NAME and DATE **SUC President III**

| | |
|---|---|
| Funds Available : | ALOBS NO. : _____ AMOUNT : _____ |
| ROCHE O. TORREJOS <small>Accountant</small> | |