



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon
 Tel No. (042) 567-5273
 Email: romblonstateu@gmail.com
 URL: rsu.edu.ph



Management System
 ISO 9001:2015



PURCHASE ORDER

Project Title: **Supply and Delivery of Toner for Budget Office of Romblon State University**

ABC: Php86,408.40 P.O. No. 24-03-0012

Supplier: Laserview Trading Date: March 26, 2024

Address: #7 Fieldstone St. Cor. Parkview St., Laguna Bel Air I, Don Jose, Santa Rosa City Laguna Mode of Procurement: Shopping 52.1b

TIN : 312-084-102-00000

Gentlemen:

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

Place of Delivery: RSU, Supply Office Delivery Term: **15 CALENDAR DAYS**

Date of Delivery : _____ Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	tube	Toner – HP Laserjet 202A Magenta (Color Laser Jet Pro MFP M281 fdw)	3	2,950.00	8,850.00
2	tube	Toner – HP Laserjet 202A Cyan (Color Laser Jet Pro MFP M281 fdw)	3	3,199.00	9,597.00
3	tube	Toner – HP Laserjet 202A Yellow (Color Laser Jet Pro MFP M281 fdw)	3	3,199.00	9,597.00
TOTAL			9		28,044.00

(Total Amount in Words) **TWENTY-EIGHT THOUSAND AND FORTY-FOUR PESOS ONLY**

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

Very truly yours,

Conforme: VIAH AVSTRIA
 (Signature Over Printed Name of Supplier)
3/26/2024
 (Date)

MERIAN B. CATAJAY-MANI, Ed.D., CESE
 University President

Fund Cluster: 101 ORS/BURS No: 101-1086-24-03-0308

Funds Available: BUDGET OFFICE Date of the ORS/BURS: 3/24/2024

SHIELA BUENF. SERVAÑEZ
 Head, Accounting Office

Amount: **PhP28,044.00**



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TIN : 312-084-102-00000

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

Place of Delivery: RSU, Supply Office Delivery Term: 15 CALENDAR DAYS
 Date of Delivery : _____ Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	tube	Toner – HP Laserjet 202A Black (Color Laser Jet Pro MFP M281 fdw)	5	3,199.00	15,995.00
TOTAL			5		15,995.00

(Total Amount in Words) **FIFTEEN THOUSAND, NINE HUNDRED NINETY-FIVE PESOS ONLY**

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

Very truly yours,
 MERIAN P. CATAJAY-MANI, Ed.D., CESE
 University President

Conforme: VIAH AUSTRIA
 (Signature Over Printed Name of Supplier)
3/26/2024
 (Date)

Fund Cluster: 164 ORS/BURS No: 164-ROS-24-02-078
 Funds Available: BUDGET OFFICE Date of the ORS/BURS: 3/26/2024
 SHIELA BUEN F. SERVAÑEZ Amount: Php15,955.00
 Head, Accounting Office