



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon
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Appendix 61



Management System
 ISO 9001:2015



PURCHASE ORDER

Project Title: **Solicitation No. RSU-2024-02-016, "Supply and Delivery of 2020 Yearbook for Romblon State University"**

ABC: **PhP619,000.00** P.O. No. **24-03-0013**

Supplier: **ZY Trading** Date: **26 March 2024**

Address: **National Road, Poblacion, Alcantara, Romblon** Mode of Procurement: **Public Bidding**

TIN : **448-046-505-00000**

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

Place of Delivery: **RSU, Supply Office** Delivery Term: **30 CALENDAR DAYS FROM RECEIPT OF NTP**

Date of Delivery : _____ Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
1	copy	-168 pages; -Paper: C2s 80 gsm inside; -Cover: Laminated Hardbound; -Size: 8.5x11 inches; and Printing: Colored.	500	1,065.00	532,500.00
TOTAL CARRIED FORWARD			500		PhP 532,500.00

(Total Amount in Words) **FIVE HUNDRED THIRTY-TWO THOUSAND, FIVE HUNDRED 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:




 (Signature Over Printed Name of Supplier)
March 26, 2024

 (Date)

Fund Cluster: **164-Fiduciary** ORS/BURS No: **164 FIDE-24-03-0380**

Funds Available: **CBA** Date of the ORS/BURS: **3/26/2024**


SHIELA BUEN F. SERVAÑEZ, CPA
 Head, Accounting Office

Amount: **PhP532,500.00**