



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

Appendix 61



**PURCHASE ORDER**

**PROJECT TITLE: SUPPLY AND DELIVERY OF FURNITURE FOR ROMBLON STATE UNIVERSITY**

**ABC: PHP152,920.00**

P.O. No. **24-06-0033**

Supplier: **VILLCEN ENTERPRISES**

Date: **20-June-2024**

Address: **M.L. Quezon St., Liwanag, Odiongan, Romblon**

Mode of Procurement: **Public Bidding**

TIN : **154-008-573-000**

**Gentlemen:**

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

Place of Delivery: **RSU, Supply Office**

Delivery Term: **25 CD from the receipt of NTP**

Date of Delivery :

Payment Term:

Stock No.	Unit	Description	Quantity	Unit Cost (in PHP)	Amount (in PHP)
<b>QUALITY ASSURANCE OFFICE</b>					
1	PC	Heavy Duty Monobloc Chair - Beige Width – 375mm Depth – 330mm Front Legs Distance – 355mm Front Legs Distance Left – 378mm Front Legs Distance Right – 378mm Back Leg Distance – 210mm Back Rest Height – 779mm Seat Back Height – 405mm Seat Height – 376mm Gross Weight – 2,25kg	20	648.00	12,960.00
2	PC	Heavy Duty Monobloc Table (36 inches x 36 inches) – Beige Square 24in Height – 27.85 inches Weight – 5.7kg	5	2,350.00	11,750.00
<b>INTERNAL AUDIT SERVICES OFFICE</b>					
3	UNIT	Executive Swivel Chair with armrest Ergodynamic Boss chair, executive high back man-made faux leather office chair Specifications: •Maximum weight capacity – 100kg •Tilt lock function •350mm base and PU casters •Pneumatic height adjustment •360 degrees swivel function	1	5,450.00	5,450.00
4	UNIT	Office Chair, with arm rest Midback fabric Office chair with armrest, black Specifications: •Mid Back Design •Swivel Seat •Pneumatic Seat Height Adjustment •Padded with 5" of Foam •Tilt tension adjustment knob •Die cast chrome chair base •Dual wheel casters •Color: Black •SKU: MCS 412C •Dimensions: (LxWxH) 617mm x 618mm x 940-1040mm	1	5,450.00	5,450.00
<b>SUB-TOTAL</b>					<b>35,610.00</b>

**(Total Amount in Words) \*\*ONE HUNDRED THREE THOUSAND, THREE 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,

Conforme:

**LILYBETH C. FONDEVILLA**

CP: 09238341545

(Signature Over Printed Name of Supplier)

TIN: 154-008-573

6/20/24  
 (Date)

**MERIAN P. CATAJAY-MANI, Ed.D., CESE**  
 University President

Fund Cluster: **164**

ORS/BURS No: **164-MD00-24-06-0926**

Funds Available: QAO, Internal Audit Services Office, GCS, and LSHS

Date of the ORS/BURS: **6/20/24**

**MS. SHIELA BUEN F. SERVAÑEZ, CPA**

Amount: **PHP103,395.00**

Head, Accounting Office



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**PROJECT TITLE: SUPPLY AND DELIVERY OF FURNITURE FOR ROMBLON STATE UNIVERSITY**

**ABC: PhP152,920.00** P.O. No. **24-06-0033**  
 Supplier: **VILLCEN ENTERPRISES** Date: **20-June-2024**  
 Address: **M.L. Quezon St., Liwanag, Odiongan, Romblon** Mode of Procurement: **Public Bidding**  
 TIN : **154-008-573-000**

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

Place of Delivery: **RSU, Supply Office** Delivery Term: **25 CD from the receipt of NTP**  
 Date of Delivery : \_\_\_\_\_ Payment Term: \_\_\_\_\_

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
<b>Total Carried Forward...</b>					<b>35,610.00</b>
<b>GUIDANCE COUNSELLING SERVICES UNIT</b>					
5	PC	Portable Office Chair with Cushion Seat Size: 78cm x 45cm x 47 cm Main Material: Metal	1	785.00	785.00
6	PC	Lateral Steel Filing Cabinet, Heavy Duty 4 Drawers Lateral with Anti-Tilt lock mechanism/KD with steel handle lock, compatible with A4, FC, letter and legal size files Dimension: (WxDxH) 90cm x 40cm x 103cm Weight: 65kg Color: Grey	2	16,000.00	32,000.00
<b>LABORATORY SCIENCE HIGH SCHOOL</b>					
7	Set	Sofa, Conference furniture, leather office sofa set, synthetic, modern, not inflatable. Dimensions: (WxHxD) 70in x 32in x 32in Lounger Dimension: (WxHxD) 32in x 32in x 70in Seating Depth – 22in Seating Height – 17in 6ft color cream	1	35,000.00	35,000.00
<b>TOTAL</b>					<b>103,395.00</b>

**(Total Amount in Words) \*\*ONE HUNDRED THREE THOUSAND, THREE 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,

Conforme:

**LILYBETH C. BORDEVILLA**

CP: 09238341545  
 (Signature Over Printed Name of Supplier)

TIN: 154-008-573  
 6/20/24  
 (Date)

**MERIAN P. CATAJAY-MANI, Ed.D., CESE**  
 University President

Fund Cluster: 164

Funds Available: QAO, Internal Audit Services Office, GCS, and LSHS

**MS. SHIELA BUEN F. SERVAÑEZ, CPA**  
 Head, Accounting Office

ORS/BURS No: 164-MSOB-24-06-0926

Date of the ORS/BURS: 6/20/2024

Amount: **PhP103,395.00**

# Contract Agreement Form for the Procurement of Goods (Revised)

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## CONTRACT AGREEMENT

THIS AGREEMENT made the 20<sup>th</sup> day of June 2024 between **ROMBLON STATE UNIVERSITY** of the Philippines (hereinafter called "the Entity") of the one part and **VILLCEN ENTERPRISES** of M.L. Quezon St., Liwanag, Odiongan, Romblon (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **Solicitation No. RSU-2024-04-041, Supply and Delivery of Furniture for Romblon State University (ABC: PhP152,920.00)**, and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **One Hundred Three Thousand, Three Hundred Ninety-Five Pesos Only (PhP103,395.00)** (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of **One Hundred Three Thousand, Three Hundred Ninety-Five Pesos Only (PhP103,395.00)** or such other sums as may be ascertained, **Villcen Enterprises** agrees to **complete the supply and delivery of goods within twenty-five (25) calendar days from receipt of the Notice to Proceed** in accordance with his/her/its Bid.
4. The **Romblon State University** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

  
**MERIAN P. CATAJAY-MANI, Ed.D., CESE**  
*University President*

  
**MS. LILYBETH C. FONDEVILLA**  
*Owner*

for:  
*Romblon State University*

for:  
*Villcen Enterprises*

**ACKNOWLEDGEMENT**

Republic of the Philippines  
( *Odiongan, Romblon* ) S. S.

BEFORE ME, this *20th* day of *June*, 2024 in  
*Odiongan, Romblon*, Philippines personally came and appeared  
before me the following:

	I.D. No.	Place of Issue	Date of Issue
<b>MERIAN P. CATAJAY-MANI, Ed.D., CESE</b>	<u>01-01</u>	<u>Odiongan, Romblon</u>	<u>July 30, 2020</u>
<b>MS. LILYBETH C. FONDEVILLA</b>	<i>JSS#</i> <u>33-1720974-0</u>		

Known to me to be the same persons who executed the foregoing instrument consisting of two (2) pages including the page on which this Acknowledgement is written and they confirmed and acknowledged to me that the same is their own free and voluntary deed and that of the agency, which they respectively represent.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my notarial seal on the day, year and place written.

Doc. No. 746  
Page No. 79  
Book No. 1  
Series of 2024

  
**PACIFICO M. BANTANG, JR.**  
Notary Public  
Up to December 31, 2025  
Roll No. 33986  
IBP OR No. 322830/10-28-23  
PTR No. 7699415/01-02-24