

PURCHASE ORDER

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

Burgos St., LaPaz, Iloilo City

DOC # 43447

Supplier : HANS OFFICE SUPPLY AND OFFICE EQUIPMENT MERCHANDISING	P.O. No. : 2022-03-100
Address : #Guzman St., Brgy. Guzman-Jesena, Manduriao, Iloilo City	Date : March 21, 2022
TIN : 177-165-625-000	Mode of Procurement : Shopping

Gentlemen:

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

Place of Delivery : Burgos Street, La Paz, Iloilo City	Delivery Term : 15 Calendar days upon signing of P.O.
Date of Delivery :	Payment Term : CHARGE

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	box	Ballpen - Black , 0.7 mm, 12pcs/box, FLEXSTICK	3	70.00	210.00
2	box	Ballpen - red , 0.7 mm, 12pcs/box, FLEXSTICK	2	70.00	140.00
3	pack	Battery- Rechargeable -2 pcs/pack, AAA w/ Charger, ENVELOPE	2	1,150.00	2,300.00
4	pack	Battery - Rechargeable -2 pcs/pack, AA w/ Charger, ENVELOPE	2	1,200.00	2,400.00
5	pack	Cable Tie - Releasable-Reusable nylon cable tie , 2.5x200mm,100's white	1	125.00	125.00
6	pc	Calculator - Office Calculator, large font, 14 digit, solar and battery, Casio	2	740.00	1,480.00
7	pc	Cork Board - 2 ft. X 3 ft. with aluminum Frame, LOCAL	2	850.00	1,700.00
8	pc	Correction Tape - 20 m x 5 mm, SHANGHAI	10	33.00	330.00
9	pc	Envelope - brown , long, good quality, LOCAL	50	4.00	200.00
10	box	Fastener - paper fastener, plastic, multi-colored, TM	5	40.00	200.00
11	pc	File Box - Big, with Cover, blue, LOCAL	30	250.00	7,500.00
12	pc	Folder - Folder , Long Size (white), SYSTEM	100	5.00	500.00
13	pc	Folder - green, long, expanded with tab, good quality, LOCAL	100	12.00	1,200.00
14	pc	Glue Gun - big, heavy duty, LOCAL	2	150.00	300.00
15	pc	Glue Stick - big, heavy duty, LOCAL	20	8.00	160.00
16	pad	Memo Paper - Sticky memo Pad Paper, 7.6 cm x 10.2 cm, assorted colors , Stick On Paper, HBW	10	16.00	160.00
17	ream	Bond Paper - 8.5 in x 13 in, premium grad, subs 20, CACTUS	30	230.00	6,900.00
18	ream	Bond Paper - A4 8.27" x 11.69" premium grade, subs 20, CACTUS	30	210.00	6,300.00
19	pack	Photo Paper - Photo paper A4 (10 sheets/pack), JOJO	5	65.00	325.00
20	pack	Special Board Paper - Board Paper, A4, 220gsm, biege, 10 sheets/pack, LOCAL	20	60.00	1,200.00
21	pack	Special Board Paper - Board Paper, long 220gsm, biege, 10 sheets/pack, LOCAL	20	60.00	1,200.00
22	pack	Sticker Paper - A4, matte, assorted color, VECO	5	65.00	325.00
23	box	Paper Clips - big, assorted color, vinyl coated, TM	5	35.00	175.00
Page 1 of 2				Sub-Total	35,330.00

(Total Amount in Words): Forty-Three Thousand Eight Hundred Seventy-Two Pesos Only

In case of failure to make the 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.

Conforme:

HANS OFFICE SUPPLY AND OFFICE EQUIPMENT
MERCHANDISING

Name of Supplier

4-08-22

Date

Very truly yours, **GABRIEL M. SALISTRE, JR., D.I.T.**
CHIEF ADMINISTRATIVE OFFICER
DIRECTOR FOR FINANCE

VP, Administration and Finance

MAR 28 2022

Date

Fund Cluster : 163	ORS/BURS No. : 2022-03-0059
Funds Available : Jessica M. Genzola	Date of the ORS/BURS: 2022-03-0059
JESSICA M. GENZOLA Accountant IV	Amount : 43,872.00

104-14-010

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Burgos St., LaPaz, Iloilo City

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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
24	box	Paper Clips - regular, assorted colors, vinyl coated, TM	5	38.00	190.00
25	pc	Permanent Marker - Fine, black, PILOT	10	38.00	380.00
26	pc	Pins - push pins with colored heads, LOCAL	5	22.00	110.00
27	pc	Sign Pens - 0.4 mm , black , Gel ink Penrefillable, DONG A FINE TECH	30	68.00	2,040.00
28	box	Staple Wire - #23/13, Heavy Duty, LOCAL	4	58.00	232.00
29	pc	Stapler -Heavy Duty Stapler, Long Arm, 23/13 staple size, for thick papers,JOY	2	380.00	760.00
30	roll	Tape - duct, width: 3 inch, standard length, LOCAL	3	140.00	420.00
31	roll	Tape - masking, width: 2 inch, standard length, 1ST CHOICE	5	32.00	160.00
32	pack	Tape Flags - assorted color, plastic 1 inch, LOCAL	20	75.00	1,500.00
33	pack	Tape Flags - with Please Sign Here Message, 1 inch, JOY	50	55.00	2,750.00
		*****Nothing follows*****			-
		For official use of the IIRGP Director and Staff			-
		Requested by: Remia Doctora			-
				Sub-Total	8,542.00
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					-
				Grand Total	43,872.00

Page 2 of 2

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**HANS OFFICE SUPPLY AND OFFICE EQUIPMENT
MERCHANDISING**

Name of Supplier

4-08-22

Date _____

Very truly yours,

CHIEF ADMINISTRATIVE OFFICER
DIRECTOR FOR FINANCE

GABRIEL M. SALISTRE, JR., D.I.T.

~~100%~~ VP, Administration and Finance

~~MAR 28 1927~~ Date - 327

Fund Cluster : 163

Funds Available :

JESSICA M. GENZOLA

Accountant IV

ORS/BURS No.: 2022-03-0059

Date of the ORS/BURS: _____

Amount: 43,872.00