

# PURCHASE ORDER

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY  
Burgos St., LaPaz, Iloilo City

DOC # 42888

Supplier : <b>HANS OFFICE SUPPLY AND OFFICE EQUIPMENT MERCHANDISING</b>	P.O. No. : <u>2022-02-028</u>
Address : <u>#Guzman St., Brgy. Guzman-Jesena, Mandurriao, Iloilo City</u>	Date : <u>February 2, 2022</u>
TIN : <u>177-165-625-000</u>	Mode of Procurement : <u>Public Bidding</u>


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


Place of Delivery : <u>Burgos Street, La Paz, Iloilo City</u>	Delivery Term : <u>30 Calendar days upon signing of P.O.</u>
Date of Delivery : _____	Payment Term : <u>CHARGE</u>

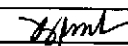
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	box	Ballpen - black, 0.7mm, 12pcs/box, Fly Stick	243	72.00	17,496.00
2	box	Ballpen - blue, 0.7mm, 12pcs/box, Fly Stick	222	72.00	15,984.00
3	box	Ballpen - red, 0.7mm, 12pcs/box, Fly Stick	98	72.00	7,056.00
4	unit	Trolley Push Cart, 150kg capable, Fly Stick	3	2,500.00	7,500.00
5	pc	Battery - 9v, Dry cell, alkaline, Energizer	68	208.00	14,144.00
6	pack	Battery - AA, 2pcs/pack, dry cell, alkaline, Energizer	178	125.00	22,250.00
7	pack	Battery - AAA, 2pcs/pack, dry cell, alkaline, Energizer	141	150.00	21,150.00
8	pack	Battery Rechargeable - 2pcs/pack, Size: AAA, w/ charger, Envelop	31	820.00	25,420.00
9	pack	Battery Rechargeable - 2pcs/pack, Size: AA, w/ charger, Envelop	19	750.00	14,250.00
10	pc	Binder - 2 ring binder, heavy duty, 2", local	29	430.00	12,470.00
11	pc	Binder - 2 ring binder, heavy duty, 3", local	70	290.00	20,300.00
12	pc	Binder - 3 ring binder, heavy duty, 1", local	90	370.00	33,300.00
13	pc	Binder - 3 ring binder, heavy duty, 2", local	146	350.00	51,100.00
14	pc	Binder - 3 ring binder, heavy duty, 3", local	96	340.00	32,640.00
15	box	Clip, Backfold, all metal, Clamping: 1 inch, local	147	32.00	4,704.00
16	box	Clip, Backfold, all metal, Clamping: 2 inches, local	116	80.00	9,280.00
17	box	Clip, Backfold, all metal, Clamping: 2 inches, local	106	160.00	16,960.00
18	pc	Book end, Metal book ends for shelves	24	90.00	2,160.00
19	pc	Storage box, 50L, local <i>color Blue</i>	16	580.00	9,280.00
20	box	Boxes - Storage Box, Plastic 95L, local	18	1,100.00	19,800.00
21	pack	Cable Tie - Releasable-Reusable nylon cable tie, 2.5x200mm, local	38	450.00	17,100.00
22	pc	Calculator - Office Calculator, large font, 14 digit, solar, Casio	47	880.00	41,360.00
23	pc	Calculator - Scientific, Casio	20	1,050.00	21,000.00
24	pc	Clock - Wall clock, good quality, battery operated, local	23	700.00	16,100.00
Page 1 of 6				Sub-Total	<b>452,804.00</b>

**(Total Amount in Words): One Million Four Hundred Ninety Nine Thousand Sixty 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  
MAR 01 2022  
 Date

Very truly yours,  
  
**RAUL F. MUYONG, Ed.D.**  
 University President  
FEB 18 2022  
 Date

Fund Cluster : 101  
 Funds Available : \_\_\_\_\_  
  
**JESSICA M. GENZOLA**  
 Accountant IV

ORS/BURS No. : 2022-02-0122  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : 1,499,060.00

1-04-04.010

# PURCHASE ORDER

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY  
Burgos St., LaPaz, Iloilo City

DOC # 42888

Supplier : <b>HANS OFFICE SUPPLY AND OFFICE EQUIPMENT MERCHANDISING</b>	P.O. No. : 2022-02-028
Address : #Guzman St., Brgy. Guzman-Jesena, Mandurriao, Iloilo City	Date : February 2, 2022
TIN : 177-165-625-000	Mode of Procurement : Public Bidding

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

Place of Delivery : <u>Burgos Street, La Paz, Iloilo City</u>	Delivery Term : 30 Calendar days upon signing of P.O.
Date of Delivery : _____	Payment Term : <b>CHARGE</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
25	pc	Digital clock, local	3	800.00	2,400.00
26	pc	Combo Ring - 1 in., local	102	36.00	3,672.00
27	pc	Combo Ring - 1/2 in., local	85	13.00	1,105.00
28	pc	Combo Ring - 1/8 in., local	65	50.00	3,250.00
29	pc	Combo Ring - 2", Good Quality, White, local	74	85.00	6,290.00
30	pc	Combo Ring - 3/4 in., local	85	28.00	2,380.00
31	pc	Cork Board - 2ft. X 3 ft. , Local	10	920.00	9,200.00
32	pc	Correction Pen - Liquid paper Correction pen, Joy	173	28.00	4,844.00
33	pc	Correction Tape - 20 m x 5 mm, Shangli	740	38.00	28,120.00
34	board	Cutter - Desktop paper cutter/ , trimmer (18"x24"), Local	6	2,300.00	13,800.00
35	pc	Cutter - large, heavy duty, Local	56	80.00	4,480.00
36	unit	Cutting Mat - 18 in x 24 in, reversible, HBW	14	530.00	7,420.00
37	pc	Dater Stamp - 1.75 in x 1.12 in,durable, Local	57	35.00	1,995.00
38	pc	Dater Stamp - received stamp with date , medium, Local	34	80.00	2,720.00
39	bot	digistamp Ink, Purple, Local	3	120.00	360.00
40	pc	DVD-R with case, Local	64	40.00	2,560.00
41	pc	DVD-RW with case, Local	92	50.00	4,600.00
42	pc	Eraser - Black/whiteboard eraser, Local	39	40.00	1,560.00
43	pc	Eraser for pencil and ballpen, thick, Local	10	35.00	350.00
44	box	Fastener - paper fastener, plastic, multi-colored, TM	137	35.00	4,795.00
45	box	Fastener - Plastic, double lock, for 100 pages and up, Local	219	160.00	35,040.00
46	box	Fastener -fastener good quality, stainless, non sharp edge, Pano	97	45.00	4,365.00
47	pc	Frames - 8.5 in, in13 ingood quality, Local	430	110.00	47,300.00
48	pc	Frames - A4, in, good quality, Local	78	150.00	11,700.00
Page 2 of 6				<b>Sub-Total</b>	<b>204,306.00</b>

**(Total Amount in Words): One Million Four Hundred Ninety Nine Thousand Sixty Pesos Only**

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Conforme:

**HANS OFFICE SUPPLY AND OFFICE EQUIPMENT  
MERCHANDISING**

Name of Supplier  
**MAR 01 2022**  
Date

Very truly yours,

**RAUL F. MUYONG, Ed.D.**

University President  
**FEB 18 2022**  
Date

Fund Cluster : 101  
Funds Available : \_\_\_\_\_  
  
**JESSICA M. GENZOLA**  
Accountant IV

ORS/BURS No. : 2022-02-0122  
Date of the ORS/BURS : \_\_\_\_\_  
Amount : 1,499,060.00

# PURCHASE ORDER

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY  
Burgos St., LaPaz, Iloilo City

DOC # 42888

Supplier : <b>HANS OFFICE SUPPLY AND OFFICE EQUIPMENT MERCHANDISING</b>	P.O. No. : 2022-02-028
Address : <b>#Guzman St., Brgy. Guzman-Jesena, Mandurriao, Iloilo City</b>	Date : February 2, 2022
TTN : <b>177-165-625-000</b>	Mode of Procurement : <b>Public Bidding</b>

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Date of Delivery : _____	Payment Term : <b>CHARGE</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
49	pc	Glass Board Holder - Magnetic, 4 x 2 feet, Local	5	1,800.00	9,000.00
50	pc	Clear Glue with Sponge Tip, NET WEIGHT:50CC, Local	22	55.00	1,210.00
51	bot	Glue - 130 gms (118ML), multipurpose glue, safe and non toxic, Elmer's	161	50.00	8,050.00
52	pc	Guntacker, 12 mm, Local	22	2,800.00	61,600.00
53	pc	Glue Gun - small, heavy duty, Local	20	145.00	2,900.00
54	pc	Glue Stick - big, heavy duty, Local	364	7.00	2,548.00
55	pc	Glue Stick - small, heavy duty, Local	121	4.00	484.00
56	pc	Guntacker, Local	11	1,500.00	16,500.00
57	box	Guntacker Wire, 12 mm ( 8 mm 1 box), Local	41	90.00	3,690.00
58	pc	Highlighter - assorted colors, Amspec	382	38.00	14,516.00
59	pc	ID Holder - Transparent B4 size for ARTA ID, Local	439	14.00	6,146.00
60	pack	Index Tabs - Clear, Transparent @ 20 per pack, Local	416	60.00	24,960.00
61	roll	Laminating Film - 1" core , 1.5 ml 9" X 500" , Local	5	1,050.00	5,250.00
62	pack	Laminating Film - Laminating Film , A4 size , 10 sheets/pack , Local	8	150.00	1,200.00
63	pc	Meter stick - Meter Stick, stainless, Local	2	220.00	440.00
64	pc	Meter stick - Meter Stick, Wooden, Local	2	78.00	156.00
65	unit	Organizer - stand, steel, with shelve, small, Local	30	1,500.00	45,000.00
66	pc	Paint Brush - 1" Fine Bristles, Local	16	23.00	368.00
67	pc	Paint Brush - 2" Fine Bristles, Local	5	32.00	160.00
68	pc	Paint Brush - 4" Fine Bristles, Local	15	130.00	1,950.00
69	pc	Paper Tray - Metal 3 layers, Local	22	506.00	11,132.00
70	pc	Permanent Marker - broad, black, good quality, Pilot	272	39.00	10,608.00
71	pc	Permanent Marker - broad, blue, Pilot	208	39.00	8,112.00
72	pc	Permanent Marker - broad, red, Pilot	173	39.00	6,747.00
Page 3 of 6				<b>Sub-Total</b>	<b>242,727.00</b>

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**HANS OFFICE SUPPLY AND OFFICE EQUIPMENT  
MERCHANDISING**

Name of Supplier  
**MAR 01 2022**

Date

Very truly yours, \_\_\_\_\_

**RAUL F. MUYONG, Ed.D.**

University President

**FEB 18 2022**

Date

Fund Cluster : 101

Funds Available : \_\_\_\_\_

*JM*  
**JESSICA M. GENZOLA**  
Accountant IV

ORS/BURS No. : 2022-02-0122

Date of the ORS/BURS: \_\_\_\_\_

Amount : 1,499,060.00

# PURCHASE ORDER

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Burgos St., LaPaz, Iloilo City

DOC # 42888

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Address : <u>#Guzman St., Brgy. Guzman-Jesena, Mandurriac, Iloilo City</u>	Date : <u>February 2, 2022</u>
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Date of Delivery : _____	Payment Term : <u>CHARGE</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
73	pc	Permanent Marker - Fine, black, Pilot	319	39.00	12,441.00
74	pc	Permanent Marker - Fine, blue, Pilot	222	39.00	8,658.00
75	pc	Permanent Marker - Fine, red, Pilot	182	39.00	7,098.00
76	box	Pencil - #1, durable, Woodclinched Complastic Lead, 12/pack, Mongol	51	85.00	4,335.00
77	box	Pencil - #2, durable, Woodclinched Complastic Lead, 12/pack, Mongol	122	88.00	10,736.00
78	box	Pencil - #3, durable, Woodclinched Complastic Lead, 12/pack, Mongol	31	88.00	2,728.00
79	set	Pencil - Lead, mechanical 0.5 mm refill 12 pcs per set, Local	5	45.00	225.00
80	pc	Pencil - mechanical pencil, drafting quality, 0.5mm, Local	5	102.00	510.00
81	box	Pencil Eraser - Soft Pencil, Rubber Eraser(30 pcs/Box), Local	19	180.00	3,420.00
82	box	Pins - push pins with colored heads, Local	115	35.00	4,025.00
83	pack	Pins - safety pins, small, 100pcs, Local	13	125.00	1,625.00
84	roll	Plastic Cover - transparent, 50 meter/rolls, Local	18	900.00	16,200.00
85	pc	Puncher - 3-hole puncher, Local	8	450.00	3,600.00
86	pc	Puncher - big, heavy duty, 2 hole, standard, Prince	47	250.00	11,750.00
87	box	Rubber Bands - large, assorted color, Flex	36	190.00	6,840.00
88	box	Rubber Bands - Regular Size, assorted color, Local	29	180.00	5,220.00
89	pc	Ruler - 1 ft, plastic, Local	54	35.00	1,890.00
90	pc	Ruler - 1 ft, stainless metal, Local	34	45.00	1,530.00
91	pc	Scissors - big, for cloth/tailoring, comfortable handle, premium quality, Local	62	110.00	6,820.00
92	pc	Scissors - small, for cloth/tailoring, comfortable handle, premium quality, Local	45	80.00	3,600.00
93	pc	Sharpener - pencil sharpener, desktop 1 hole, Local	26	55.00	1,430.00
94	box	Sheet Protector - Clear Sheet Protector Long Size (1x25x35cm), 11 Holes, 100 Sheet per Box, 650 grams., Local	47	250.00	11,750.00
95	pack	Sheet Protector - sheet protector (3 ring hole binder refill), Local	42	75.00	3,150.00
<b>Sub-Total</b>					<b>129,581.00</b>

Page 4 of 6

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MERCHANDISING**

Name of Supplier  
**MAR 01 2022**

Date

Very truly yours,

**RAUL F. MUYONG, Ed.D.**

University President

**FEB 18 2022**  
Date

Fund Cluster : lot

Funds Available : \_\_\_\_\_

**JESSICA M. GENZOLA**  
Accountant IV

ORS/BURS No. : 2022-02-022

Date of the ORS/BURS: \_\_\_\_\_

Amount : 1,499,060.00

## PURCHASE ORDER

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Burgos St., LaPaz, Iloilo City

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Date of Delivery : _____	Payment Term : <b>CHARGE</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
96	unit	Paper Shredder, Shreds up to 8 sheets (70gsm) per pass into 6mm strips - security level P-2 Shreds non-stop for up to 3 minutes 15 litre waste bin, local	3	7,500.00	22,500.00
97	pc	Sign Pens - 0.4 mm , black , Gel ink Penrefillable, Dong-A	979	40.00	39,160.00
98	pc	Sign Pens - 0.4 mm , blue, Gel ink Pen , refillable, Dong-A	944	40.00	37,760.00
99	pc	Sign Pens - 0.4 mm , red , Gel ink Pen , refillable, Dong-A	386	40.00	15,440.00
100	pc	Sign Pens - 0.7 mm, Black, Gel Ink, Refillable, MyGel	586	66.00	38,676.00
101	pc	Sign Pens - 0.7 mm, Blue, Gel Ink, Refillable, MyGel	445	66.00	29,370.00
102	pc	Sign Pens - 0.7 mm, Red, Gel Ink, Refillable, MyGel	122	66.00	8,052.00
103	pack	Stamp Pad - 9 in x 13 in, clear stamp no. 1 , quality standard per Pack, Local	64	150.00	9,600.00
104	bot	Stamp Pad Ink - Green, 30ml , with brush, Eveready	11	45.00	495.00
105	bot	Stamp Pad Ink - purple , plastic container, Joy	66	22.00	1,452.00
106	box	Staple Wire - #23/13, Heavy Duty, Local	11	35.00	385.00
107	box	Staple Wire - #35 mm, Heavy Duty, Prince	357	40.00	14,280.00
108	pc	Staple Wire Remover, Local	26	18.00	468.00
109	pc	Stapler - #35 , with staple remover, high quality, May	118	480.00	56,640.00
110	pc	Stapler - long arm, Local	12	380.00	4,560.00
111	roll	Tape - Reflective Hazard Warning tape - Black and Yellow, Local	53	280.00	14,840.00
112	roll	Tape, double sided with foam, width: 1 inch, standard length, Local	32	35.00	1,120.00
113	roll	Tape, double sided, without foam, width: 1 inch, standard length, Local	149	26.00	3,874.00
114	roll	Tape, duct, width: 3 inch, standard length, Local	66	110.00	7,260.00
115	roll	Tape, masking, width: 1 inch, standard length, 1st Choice	202	20.00	4,040.00
116	roll	Tape, masking, width: 2 inch, standard length, 2nd Choice	93	32.00	2,976.00
117	roll	Tape, packing, width: 2 inch, standard length, Armak	18	40.00	720.00
118	roll	Tape, transparent, width: 1 inch, standard length, Armak	385	14.00	5,390.00
				Sub-Total	<b>319,058.00</b>

Page 5 of 6

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Conforme:

HANS OFFICE SUPPLY AND OFFICE EQUIPMENT  
MERCHANDISINGName of Supplier  
MAR 01 2022

Date

Very truly yours,

RAUL F. MUYONG, Ed.D.

University President

FEB 18 2022  
DateFund Cluster : 101

Funds Available : \_\_\_\_\_

JESSICA M. GENZOLA  
Accountant IVORS/BURS No. : 2022-02-022

Date of the ORS/BURS: \_\_\_\_\_

Amount : 1,499,060.00

# PURCHASE ORDER

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Burgos St., LaPaz, Iloilo City

DOC # 42888

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Address : #Guzman St., Brgy. Guzman-Jesena, Manduriao, Iloilo City	Date : February 2, 2022
TTN : 177-165-625-000	Mode of Procurement : Public Bidding


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

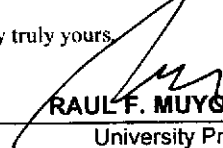
Place of Delivery : <u>Burgos Street, La Paz, Iloilo City</u>	Delivery Term : 30 Calendar days upon signing of P.O.
Date of Delivery : _____	Payment Term : <b>CHARGE</b>

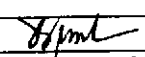
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
119	roll	Tape, transparent, width: 2 inch, standard length, Armak	178	40.00	7,120.00
120	roll	Tape, transparent, width: 3 inch, standard length, Armak	50	75.00	3,750.00
121	pc	Tape Dispenser - Dispenser , 1 inch, Heavy Duty, Sonic	30	110.00	3,300.00
122	pc	Tape Dispenser - Dispenser , 2 inch, Heavy Duty, Local	25	180.00	4,500.00
123	pc	Tape Dispenser - Dispenser , universal, Heavy Duty, Local	14	205.00	2,870.00
124	pack	Tape Flags - assorted color, plastic 1 inch, Local	370	62.00	22,940.00
125	pack	Tape Flags - with Please Sign Here Message, 1 inch, Local	350	69.00	24,150.00
126	box	Thumbtacks - 3/8 in, gold , steel , flat-round head shape, Local	12	12.00	144.00
127	box	Thumbtacks - colored heads, Local	34	60.00	2,040.00
128	pc	Tray - Desk tray-steel, 3 layers, standard size, Local	61	520.00	31,720.00
129	pc	Tray - Mesh desktop paper tray organizer, 4 layers, steel, standard size, Local	30	750.00	22,500.00
130	unit	White Board - 24 in x 36 in, Local	2	1,175.00	2,350.00
131	unit	White Board - 3ft x 4ft, Good Quality, Local	10	1,510.00	15,100.00
132	unit	White Board - 4'x8', white board, with steel stand, Local	2	4,050.00	8,100.00
*****Nothing follows*****					
For official use of the University for FY 2022 1st Semester Requested by: Maria Celina Samis					
				<b>Sub-Total</b>	<b>150,584.00</b>
Page 6 of 6					
				<b>Grand Total</b>	<b>1,499,060.00</b>

**(Total Amount in Words): One Million Four Hundred Ninety Nine Thousand Sixty Pesos Only**

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Conforme:   
**HANS OFFICE SUPPLY AND OFFICE EQUIPMENT MERCHANDISING**  
 Name of Supplier  
MAR 01 22  
 Date

Very truly yours,  
  
**RAUL F. MUYONG, Ed.D.**  
 University President  
FEB 18 2022  
 Date

Fund Cluster : 601  
 Funds Available : \_\_\_\_\_  
  
**JESSICA M. GENZOLA**  
 Accountant IV

ORS/BURS No. : 2022-02-022  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : 1,499,060.00