

PURCHASE ORDER

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

DOC # 70648

Supplier : CHARLES OFFICE AND SCHOOL SUPPLIES	P.O. No. : <u>2024-08-226</u>
Address : <u>Phil-am Compound, Commission Civil St., Brgy. Fatima, Jaro, Iloilo City</u>	Date : <u>August 27, 2024</u>
TIN : <u>490-131-759-000</u>	Mode of Procurement : Small Value Procurement



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>15 Calendar days upon receipt of PO</u>
Date of Delivery : _____	Payment Term : CHARGE

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Board Generic 2 in 1 corkboard (2x3ft) **see brochure attached**	1	2,450.00	2,450.00
2	pc	Board Generic Whiteboard (3x4ft) wall mount **see brochure attached**	1	2,450.00	2,450.00
3	pcs	Chair Generic Swivel Chair Ergonomic reclining office chair with footrest **see brochure attached**	5	2,300.00	11,500.00
4	pcs	Table Generic Table, Multifunctional Wooden Cabinet 35.4 inch x 22 inch x 15.7inch Warranty Period: 1 year ***** Nothing Follows ***** For official use of the Research Services Division Requested by: Richard C. De Leon	2	16,800.00	33,600.00
Total					50,000.00

(Total Amount in Words) : FIFTY THOUSAND 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:  CHARLES OFFICE AND SCHOOL SUPPLIES Name of Supplier Date: <u>06 SEP 2024</u>	Very truly yours,  RUSS ALLEN E. NAPUD, DIT VP for Administration and Finance Date: <u>06 SEP 2024</u>
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Fund Cluster : <u>101</u> Funds Available : _____  JESSICA M. GENZOLA Accountant IV	ORS/BURS No. : <u>2024-09-1327</u> Date of the ORS/BURS: _____ Amount : 50,000.00
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