



University of Science and Technology of Southern Philippines

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

PURCHASE ORDER

PRN : USTP-GSPB-11-2024-APP-CSE-EPA
End-User Rep. : Ms. Shaira Ruffa K. Surio
Location of Project: USTP-CDO Campus

Supplier : V.S. TAY, INCORPORATED
Address : 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur
E-mail Address : vstay.wholesaledept@gmail.com
Telephone No. : (082) 226 - 3327 / 0997 - 908 - 0860
TTN : 002 - 623 - 291 - 000
Purpose : Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024)

P.O. No. : 24-01-0003
Date : January 12, 2024
Mode of Procurement: Public Bidding

Gentlemen:

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

Place of Delivery : SUPPLY OFFICE, USTP-CDO Campus, Lapasan, Misamis Oriental
Contact Person for Delivery: Supply Office
Contact No. 0955-882-3099
Delivery Term :
Date of Delivery : Sixty (60) calendar days upon receipt of Notice to Proceed
Payment Term : Full Payment after acceptance of goods

Table with 6 columns: Stock No., Unit, Description, Qty., Unit Cost, Amount. Lists various office supplies like CLEARBOOK, ERASER, SIGN PEN, BATTERY, INK, GLUE, STAPLE WIRE, TAPE.

TOTAL BROUGHT FORWARD P 124,328.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
PR No. 2024-12

Very truly yours,

ATTY. DIONEL O. ALBINA
Chancellor, USTP CDO Campus

Conforme:

GRETCHEN JOY V. DYAC
Sales Representative
V.S. TAY, INCORPORATED

Signature over printed name of Supplier

01-19-2024
date

Funds Available:

BERRY ANN CALUSO-VILLARTE, CPA
ACCOUNTANT III

Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/Obr No. : 24-01-0003C
Amount : 1,421,380.00

Handwritten notes: 127 / 5 07 03 010



University of Science and Technology of Southern Philippines

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

PURCHASE ORDER

PRN : USTP-GSPB-11-2024-APP-CSE-EPA
End-User Rep. : Ms. Shaira Ruffa K. Surio
Location of Project: USTP-CDO Campus

Supplier : V.S. TAY, INCORPORATED
Address : 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur
E-mail Address : vstay.wholesaledept@gmail.com
Telephone No. : (082) 226 - 3327 / 0997 - 908 - 0860
TIN : 002 - 623 - 291 - 000
Purpose : Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024)

P.O. No. : 24-01-0003
Date : January 12, 2024
Mode of Procurement: Public Bidding

Gentlemen:

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

Place of Delivery : SUPPLY OFFICE, USTP-CDO Campus, Lapasan, Misamis Oriental
Date of Delivery : Sixty (60) calendar days upon receipt of Notice to Proceed
Delivery Term :
Payment Term : Full Payment after acceptance of goods

Table with 6 columns: Stock No., Unit, Description, Qty., Unit Cost, Amount. Includes items like TAPE, RULER, BINDING AND PUNCHING MACHINE, CALCULATOR, CLIP, CORRECTION TAPE, CUTTER/UTILITY KNIFE, DATA FILE BOX, DATA FOLDER, ENVELOPE. Total Brought Forward: P 264,961.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
No. 2024-12

Very truly yours,

ATTY. DIONEL O. ALBINA
Chancellor, USTP CDO Campus

Conforme:

GRETCHEN JOY V. DYAC
V.S. TAY, INCORPORATED
Signature over printed name of Supplier
Date: 01-19-2024

Funds Available:
CHERRY ANN GALUSOD-VILLARTE, CPA
ACCOUNTANT III
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : RAPE 24-01-0003C
Amount : 1,421,360.90

Handwritten notes: 1e7 / 5 02 09 010



University of Science and Technology of Southern Philippines

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villamueva

PURCHASE ORDER

PRN : USTP-GSPB-11-2024-APP-CSE-EPA
End-User Rep. : Ms. Shaira Ruffa K. Surio
Location of Project: USTP-CDO Campus

| | | | |
|----------------|---|----------------------|--------------------|
| Supplier | : V.S. TAY, INCORPORATED | P.O. No. | : 24-01-0003 |
| Address | : 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur | Date | : January 12, 2024 |
| E-mail Address | : vstay.wholesaledept@gmail.com | Mode of Procurement: | Public Bidding |
| Telephone No. | : (082) 226 - 3327 / 0997 - 908 - 0860 | | |
| TIN | : 002 - 623 - 291 - 000 | | |
| Purpose | Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024) | | |

Gentlemen:

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

| | | | |
|-------------------|--|---------------|--|
| Place of Delivery | SUPPLY OFFICE, USTP-CDO Campus, Lapasan, Misamis Oriental Contact Person for Delivery: Supply Office Contact No. 0955-882-3099 | Delivery Term | : |
| Date of Delivery | : Sixty (60) calendar days upon receipt of Notice to Proceed | Payment Term | : Full Payment after acceptance of goods |

| Stock No. | Unit | Description | Qty. | Unit Cost | Amount |
|------------------------------|-------|---|------|-----------|---------------------|
| TOTAL CARRIED FORWARD | | | | | 264,961.00 |
| 54 | piece | ERASER, felt, for blackboard/whiteboard, 5" x 2" x 1" | 5 | 13.50 | 67.50 |
| 55 | box | FASTENER, metal, non-sharp edges, 50 sets per box | 138 | 98.00 | 13,524.00 |
| 56 | piece | FILE ORGANIZER, expanding, plastic, legal | 1 | 93.70 | 93.70 |
| 57 | pack | FOLDER, L-type, legal, 50 pieces per pack | 3 | 262.40 | 787.20 |
| 58 | box | FOLDER, pressboard, 100 pieces per box | 3 | 1,047.00 | 3,141.00 |
| 59 | pack | FOLDER, TAGBOARD, with tab, for A4 size documents, assorted color, 25 pcs/packs | 108 | 425.00 | 45,900.00 |
| 60 | pack | FOLDER, TAGBOARD, with tab, for legal size documents, assorted color, 25pcs/packs | 107 | 470.00 | 50,290.00 |
| 61 | box | INDEX TAB, self-adhesive, blue, 5 set/box | 240 | 69.40 | 16,656.00 |
| 62 | set | MARKER, Fluorescent, 3 assorted colors per set | 116 | 40.50 | 4,698.00 |
| 63 | piece | MARKER, Permanent, Black, Bullet type | 139 | 15.00 | 2,085.00 |
| 64 | piece | MARKER, Permanent, Blue, Bullet type | 112 | 15.00 | 1,680.00 |
| 65 | piece | MARKER, Permanent, Red, Bullet type | 95 | 15.00 | 1,425.00 |
| 66 | piece | MARKER, Whiteboard, Black, Felt tip, Bullet type | 158 | 11.40 | 1,801.20 |
| 67 | piece | MARKER, Whiteboard, Blue, Felt tip, Bullet type | 113 | 11.40 | 1,288.20 |
| 68 | piece | MARKER, Whiteboard, Red, Felt tip, Bullet type | 95 | 11.40 | 1,083.00 |
| 69 | box | PAPER CLIP, vinly/plastic coated, 33mm min, 100pcs/box | 136 | 10.00 | 1,360.00 |
| 70 | box | PAPER CLIP, vinly/plastic coated, jumbo, 50mm min, 100pcs/box | 140 | 18.00 | 2,520.00 |
| TOTAL BROUGHT FORWARD | | | | | P 413,360.80 |

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
PR No. 2024-12

Very truly yours,

ATTY. DIONEL O. ALBINA
Chancellor, USTP CDO Campus

Conforme:

GRETCHEN JOY V. OYAO
Sales Representative
V.S. TAY, INCORPORATED

Signature over printed name of Supplier

01-19-2024
date

Funds Available:

CHERRY ANN GALUSOD-VILLARTE, CPA
ACCOUNTANT III

Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/Obr No. : 24P-01-00079C
Amount : 1,413,360.80

123 / 5 02 03 010
123 / 5 02 03 210



University of Science and Technology of Southern Philippines

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

PURCHASE ORDER

PRN : USTP-GSPB-11-2024-APP-CSE-EPA
End-User Rep. : Ms. Shaira Ruffa K. Surio
Location of Project: USTP-CDO Campus

| | | | |
|----------------|---|----------------------|--------------------|
| Supplier | : V.S. TAY, INCORPORATED | P.O. No. | : 24-01-0003 |
| Address | : 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur | Date | : January 12, 2024 |
| E-mail Address | : vstay.wholesaledept@gmail.com | Mode of Procurement: | Public Bidding |
| Telephone No. | : (082) 226 - 3327 / 0997 - 908 - 0860 | | |
| TTN | : 002 - 623 - 291 - 000 | | |
| Purpose | Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024) | | |

Gentlemen:

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

| | | | |
|-------------------|--|---------------|--|
| Place of Delivery | : SUPPLY OFFICE, USTP-CDO Campus, Lapasan, Misamis Oriental Contact Person for Delivery: Supply Office Contact No. 0955-882-3099 | Delivery Term | : |
| Date of Delivery | : Sixty (60) calendar days upon receipt of Notice to Proceed | Payment Term | : Full Payment after acceptance of goods |

| Stock No. | Unit | Description | Qty. | Unit Cost | Amount |
|------------------------------|-------|--|------|-----------|---------------------|
| TOTAL CARRIED FORWARD | | | | | 413,360.80 |
| 71 | unit | PAPER SHREDDER, heavy duty | 1 | 6,200.00 | 6,200.00 |
| 72 | unit | PAPER TRIMMER/CUTTING MACHINE, table top | 1 | 10,200.00 | 10,200.00 |
| 73 | box | PENCIL, lead/graphite, with eraser, 12pcs/box | 122 | 42.00 | 5,124.00 |
| 74 | piece | PENCIL SHARPENER, manual, single cutter head, Heavy Duty | 21 | 230.00 | 4,830.00 |
| 75 | piece | PUNCHER, paper, heavy duty, with two hole guide, blue | 6 | 165.00 | 990.00 |
| 76 | piece | BINDING RING/COMB, plastic, 32 mm | 4 | 42.00 | 168.00 |
| 77 | pair | SCISSORS, symmetrical/asymmetrical, blade length: 65mm min, Blue | 8 | 42.00 | 336.00 |
| 78 | piece | STAPLER, standard type, heavy duty, load cap: 200 staples min, Blue | 25 | 115.00 | 2,875.00 |
| 79 | unit | STAPLER, for heavy duty staplers, (23/13), binder type | 1 | 1,050.00 | 1,050.00 |
| 80 | piece | STAPLE REMOVER, plier-type, Stainless Steel | 58 | 52.00 | 3,016.00 |
| 81 | piece | TAPE DISPENSER, table top, for 24mm width tape, blue | 24 | 85.00 | 2,040.00 |
| 82 | pack | CARTOLINA, assorted colors, 10 pcs/pack | 2 | 65.00 | 130.00 |
| 83 | box | COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, carbonless, 450 Cuts/pages | 73 | 880.00 | 64,240.00 |
| 84 | box | COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box | 12 | 1,250.00 | 15,000.00 |
| 85 | pad | NOTEPAD, stick-on, 50mm x 76mm, 100 sheets/pad | 124 | 19.00 | 2,356.00 |
| 86 | pad | NOTEPAD, stick-on, 76mm x 100mm, 100 sheets/pad | 126 | 27.00 | 3,402.00 |
| 87 | pad | NOTEPAD, stick-on, 76mm x 76mm, 100 sheets/pad | 127 | 21.00 | 2,667.00 |
| TOTAL BROUGHT FORWARD | | | | | P 537,984.80 |

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
PR No. 2024-12

Very truly yours,

ATTY. DIONEL O. ALBINA
Chancellor, USTP CDO Campus

Conforme:

GRETCHEN JOY N. OYAC

V.S. TAY, INCORPORATED

Signature over printed name of Supplier

01-19-2024
Date

Funds Available:

CHERRY ANN GALUSOD-VILLARTE, CPA
ACCOUNTANT III

Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/Obr No. : 24F 24-01-0077C
Amount : 1,421,360.80

1.02 03 00
5 02 07 20



University of Science and Technology of Southern Philippines

Alubijid | Batubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

PURCHASE ORDER

PRN : USTP-GSPB-11-2024-APP-CSE-EPA
End-User Rep. : Ms. Shaira Ruffa K. Surio
Location of Project: USTP-CDO Campus

Supplier : V.S. TAY, INCORPORATED
Address : 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur
E-mail Address : vstay.wholesaledpt@gmail.com
Telephone No. : (082) 226 - 3327 / 0997 - 908 - 0860
TIN : 002 - 623 - 291 - 000
Purpose : Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024)

P.O. No. : 24-01-0003
Date : January 12, 2024
Mode of Procurement: Public Bidding

Gentlemen:

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

Place of Delivery : SUPPLY OFFICE, USTP-CDO Campus, Lapasan, Misamis Oriental
Date of Delivery : Sixty (60) calendar days upon receipt of Notice to Proceed
Delivery Term :
Payment Term : Full Payment after acceptance of goods

Table with 6 columns: Stock No., Unit, Description, Qty., Unit Cost, Amount. Includes items like NOTEBOOK, PAPER, RECORD BOOK, and INK CARTRIDGE. Totals: TOTAL CARRIED FORWARD 537,984.80; TOTAL BROUGHT FORWARD P 1,026,857.30

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
PR No. 2024-12

Very truly yours,

ATTY. DIONEL O. ALBINA
Chancellor, USTP CDO Campus

Conforme:

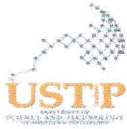
Signature of Supplier: PRETCHEJ JOY V. OYAO
Date: 01-19-2024

Funds Available:

Signature of Chief Accountant: CHERRY ANN CALUSOB-VILLARTE, CPA
ACCOUNTANT III

BUR/ObR No. : BRF 24-01-0003C
Amount : 1,421,286.90

Handwritten notes: 5 07 9 010, 5 07 03 210



University of Science and Technology of Southern Philippines

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

PURCHASE ORDER

PRN : USTP-GSPB-11-2024-APP-CSE-EPA
End-User Rep. : Ms. Shaira Ruffa K. Surio
Location of Project: USTP-CDO Campus

Supplier : V.S. TAY, INCORPORATED
Address : 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur
E-mail Address : vstay.wholesaledept@gmail.com
Telephone No. : (082) 226 - 3327 / 0997 - 908 - 0860
TIN : 002 - 623 - 291 - 000
Purpose : Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024)

P.O. No. : 24-01-0003
Date : January 12, 2024
Mode of Procurement: Public Bidding

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Place of Delivery : SUPPLY OFFICE, USTP-CDO Campus, Lapasan, Misamis Oriental
Contact Person for Delivery: Supply Office
Contact No. 0955-882-3099
Delivery Term :
Date of Delivery : Sixty (60) calendar days upon receipt of Notice to Proceed
Payment Term : Full Payment after acceptance of goods

Table with 6 columns: Stock No., Unit, Description, Qty., Unit Cost, Amount. Includes items like Inkjet Glossy Photopaper, Lever Arch File Lateral, Sticky Note, SIGN PEN, Notebook, PVC Cover, Pen Holder, Sticker Paper, RING BINDER.

TOTAL BROUGHT FORWARD P 1,099,646.80
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by: MELANIE A. JALOVER, Head, Procurement Services, PR No. 2024-12
Conforme: GRETCHEN JOY V. OYAC, V.S. TAY, INCORPORATED Representative
Signature over printed name of Supplier
Date: 01-19-2024

Very truly yours,
ATTY. DIONEL O. ALBINA
Chancellor, USTP CDO Campus

Funds Available: CHERRY ANN GALUSOD-VILLARTE, CPA, ACCOUNTANT III
Signature Over Printed Name of Chief Accountant/ Head of Accounting Division/Unit
BUR/Obr No. : NAF 24-01-0027C
Amount : 1,099,646.80

Handwritten notes: 123 / 5 02 03 010, 5 02 03 20



University of Science and Technology of Southern Philippines

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

PURCHASE ORDER

PRN : USTP-GSPB-11-2024-APP-CSE-EPA
End-User Rep. : Ms. Shaira Ruffa K. Surio
Location of Project: USTP-CDO Campus

| | |
|---|-------------------------------------|
| Supplier : V.S. TAY, INCORPORATED | P.O. No. : 24-01-0003 |
| Address : 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur | Date : January 12, 2024 |
| E-mail Address : vstay.wholesaledept@gmail.com | Mode of Procurement: Public Bidding |
| Telephone No. : (082) 226 - 3327 / 0997 - 908 - 0860 | |
| TIN : 002 - 623 - 291 - 000 | |
| Purpose : Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024) | |

Gentlemen:

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

Place of Delivery : **SUPPLY OFFICE, USTP-CDO Campus, Lapasan, Misamis Oriental**
 : Contact Person for Delivery: Supply Office
 : Contact No. 0955-882-3099

Delivery Term : _____

Date of Delivery : Sixty (60) calendar days upon receipt of Notice to Proceed

Payment Term : Full Payment after acceptance of goods

| Stock No. | Unit | Description | Qty. | Unit Cost | Amount |
|------------------------------|------|---|------|-----------|-----------------------|
| TOTAL CARRIED FORWARD | | | | | 1,099,646.80 |
| 123 | pcs | RING BINDER, 11mm (7/16) | 10 | 11.00 | 110.00 |
| 124 | pcs | RING BINDER, 12mm | 7 | 12.00 | 84.00 |
| 125 | pcs | RING BINDER, 16mm | 7 | 15.00 | 105.00 |
| 126 | pcs | RING BINDER, 24mm | 7 | 33.00 | 231.00 |
| 127 | pc | Stamp Pad Red | 2 | 43.00 | 86.00 |
| 128 | pc | Stamp Pad Violet | 2 | 43.00 | 86.00 |
| 129 | box | Fastener, Plastic, Assorted Color, 50 pcs/box | 23 | 37.00 | 851.00 |
| 130 | cart | Ribbon Cartridge, Epson S015639/S015634 | 7 | 211.20 | 1,478.40 |
| 131 | set | Epson T984 Ink Pack for WF C5790/C5290 (Standard Black) | 1 | 4,070.00 | 4,070.00 |
| 132 | pcs | TONER CARTRIDGE, Kyocera TK-1175, Black | 4 | 3,300.00 | 13,200.00 |
| 133 | pcs | Heavy duty, 6 Digit Automatic Numbering Machine | 1 | 1,100.00 | 1,100.00 |
| 134 | btl | Numbering Machine Ink | 3 | 165.00 | 495.00 |
| 137 | set | Ink for DCP-T426W (set) (Black, Cyan, Yellow, Magenta) | 5 | 1,430.00 | 7,150.00 |
| 138 | pcs | Ink, Genuine, black - Brother DCPT-T720DW | 2 | 880.00 | 1,760.00 |
| 139 | pcs | Ink, Genuine, cyan - Brother DCPT-T720DW | 2 | 880.00 | 1,760.00 |
| 140 | pcs | Ink, Genuine, magenta - Brother DCPT-T720DW | 2 | 880.00 | 1,760.00 |
| 141 | pcs | Ink, Genuine, yellow - Brother DCPT-T720DW | 2 | 880.00 | 1,760.00 |
| 142 | cart | HP Laserjet 107A Black original, Laser Toner Cartridge | 3 | 7,600.00 | 22,800.00 |
| TOTAL BROUGHT FORWARD | | | | | P 1,158,533.20 |

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
PR No. 2024-12

Very truly yours,

ATTY. DIONEL O. ALBINA
Chancellor, USTP CDO Campus

Conforme:

GRETCHEN JOY M. OYAO
Sales Representative
V.S. TAY, INCORPORATED

Signature over printed name of Supplier

Date: 01-19-2024

Funds Available:

CHERRY ANN GALUSOD-VILLARTE, CPA
ACCOUNTANT III

Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/Obr No. : PRF 24-01-0003C
Amount : 1,158,533.20

107 / 5 02 09 010
5 02 09 010



University of Science and Technology of Southern Philippines

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

PURCHASE ORDER

PRN : USTP-GSPB-11-2024-APP-CSE-EPA
 End-User Rep. : Ms. Shaira Ruffa K. Surio
 Location of Project: USTP-CDO Campus

| | |
|---|-------------------------------------|
| Supplier : V.S. TAY, INCORPORATED | P.O. No. : 24-01-0003 |
| Address : 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur | Date : January 12, 2024 |
| E-mail Address : vstay.wholesaledept@gmail.com | Mode of Procurement: Public Bidding |
| Telephone No. : (082) 226 - 3327 / 0997 - 908 - 0860 | |
| TIN : 002 - 623 - 291 - 000 | |
| Purpose : Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024) | |

Gentlemen:

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

| | |
|--|---|
| Place of Delivery : SUPPLY OFFICE, USTP-CDO Campus, Lapanan, Misamis Oriental Contact Person for Delivery: Supply Office Contact No. 0955-882-3099 | Delivery Term : |
| Date of Delivery : Sixty (60) calendar days upon receipt of Notice to Proceed | Payment Term : Full Payment after acceptance of goods |

| Stock No. | Unit | Description | Qty. | Unit Cost | Amount |
|------------------------------|--------|--|------|-----------|-----------------------|
| TOTAL CARRIED FORWARD | | | | | 1,158,533.20 |
| 143 | pack | FOLDER, L-type, legal, 50 pieces per pack (Color green) | 3 | 262.40 | 787.20 |
| 144 | pcs | Ballpen, Black, Fine tips | 123 | 7.00 | 861.00 |
| 147 | pcs | Ribbon, Epson LX 300 + II | 15 | 242.00 | 3,630.00 |
| 148 | pcs | Ribbon, Epson LX 310 | 15 | 165.00 | 2,475.00 |
| 149 | drum | Laserjet Imaging Drum 32A CF232A | 1 | 7,100.00 | 7,100.00 |
| 150 | drum | COMPUTER CONTINUOUS FORM, 4 ply, 280mm x 241mm, carbonless | 8 | 973.00 | 7,784.00 |
| 151 | box | Mailing Envelope, (white, 63/4, for legal size) | 17 | 295.00 | 5,015.00 |
| 152 | pcs | Porta File, Color: Yellow, Long size | 35 | 140.00 | 4,900.00 |
| 153 | bundle | Folder, ordinary, White, for Legal Documents 50 pcs/bundle | 8 | 275.00 | 2,200.00 |
| 154 | pcs | Dot Matrix EPSON LQ 680 Pro Ribbon | 21 | 302.50 | 6,352.50 |
| 155 | set | Ink for Brother DCP-T310, Set BT 5000 (Magenta, Cyan, Yellow, Black) | 3 | 1,650.00 | 4,950.00 |
| 156 | cart | INK CART, Brother DCP-7310 (BT5000) Cyan | 33 | 545.00 | 17,985.00 |
| 157 | cart | INK CART, Brother DCP-7310 (BT5000) Magenta | 28 | 545.00 | 15,260.00 |
| 158 | cart | INK CART, Brother DCP-7310 (BT5000) Yellow | 28 | 545.00 | 15,260.00 |
| 159 | cart | INK CART, Brother DCP-7310 (BT5000) Black | 31 | 545.00 | 16,895.00 |
| 160 | pcs | Waterproof File Organizer Document Bag with Handle long (green) | 3 | 350.00 | 1,050.00 |
| 161 | pcs | Waterproof File Organizer Document Bag with Handle long (blue) | 1 | 350.00 | 350.00 |
| TOTAL BROUGHT FORWARD | | | | | P 1,271,387.90 |

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALONER
 Head, Procurement Services
 PR No. 2024-12

Very truly yours,

ATTY. DONEL O. ALBINA
 Chancellor, USTP CDO Campus

Conforme:

GRETCHEN JOY V. OYAC
 Sales Representative
V.S. TAY, INCORPORATED

Signature over printed name of Supplier

01-19-2024
 Date

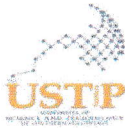
Funds Available:

CHERRY ANN GALUSOG-VILLARTE, CPA
ACCOUNTANT III

Signature Over Printed Name of Chief Accountant/
 Head of Accounting Division/Unit

BUR/OBR No. : Net 24-01-007C
 Amount : 1,401,282.90

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 127 / 5 02 03 210



University of Science and Technology of Southern Philippines

Atubijid | Bulubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

PURCHASE ORDER

PRN : USTP-GSPB-11-2024-APP-CSE-EPA
End-User Rep. : Ms. Shaira Ruffa K. Surio
Location of Project: USTP-CDO Campus

| | |
|---|-------------------------------------|
| Supplier : V.S. TAY, INCORPORATED | P.O. No. : 24-01-0003 |
| Address : 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur | Date : January 12, 2024 |
| E-mail Address : vstay.wholesaledept@gmail.com | Mode of Procurement: Public Bidding |
| Telephone No. : (082) 226 - 3327 / 0997 - 908 - 0860 | |
| TIN : 002 - 623 - 291 - 000 | |
| Purpose : Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024) | |

Gentlemen:

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

| | |
|--|---|
| Place of Delivery : SUPPLY OFFICE, USTP-CDO Campus, Lapasan, Misamis Oriental Contact Person for Delivery: Supply Office Contact No. 0955-882-3099 | Delivery Term : |
| Date of Delivery : Sixty (60) calendar days upon receipt of Notice to Proceed | Payment Term : Full Payment after acceptance of goods |

| Stock No. | Unit | Description | Qty. | Unit Cost | Amount |
|------------------------------|-------|--|------|-----------|-----------------------|
| TOTAL CARRIED FORWARD | | | | | 1,271,387.90 |
| 164 | set | Ink Bottles Epson EcoTank L3110 All-In-One (Ink Tank) | 5 | 5,400.00 | 27,000.00 |
| 165 | set | Ink Brother DCP-T710W (Multi-color BT5000) | 5 | 5,400.00 | 27,000.00 |
| 166 | set | Ink Brother DCP-T710W (BT D60) | 5 | 5,400.00 | 27,000.00 |
| 167 | reams | Paper, Book Paper, Long subs. 20 | 55 | 230.00 | 12,650.00 |
| 168 | reams | Paper, Book Paper, A4 size subs. 20 | 55 | 198.00 | 10,890.00 |
| 169 | btl | Ink Brother, BT D60BK, 108.0ml | 2 | 550.00 | 1,100.00 |
| 174 | pcs | Porta File, Color: Black, Long size | 20 | 140.00 | 2,800.00 |
| 175 | cart | INK CART, Epson L3110, 003 Black | 5 | 297.00 | 1,485.00 |
| 176 | cart | INK CART, Epson L3110, 003 Cyan | 3 | 297.00 | 891.00 |
| 177 | cart | INK CART, Epson L3110, 003 Magenta | 3 | 297.00 | 891.00 |
| 178 | cart | INK CART, Epson L3110, 003 Yellow | 3 | 297.00 | 891.00 |
| 185 | btl | INK BOTTLE, BROTHER Model DCP-T420W (Black, Yellow, Blue, Magenta) | 29 | 164.00 | 4,756.00 |
| 186 | reams | PAPER, Multi-purpose, A3, 80gsm | 6 | 545.00 | 3,270.00 |
| 187 | roll | TAPE, masking, 50mm x 50mm | 5 | 40.00 | 200.00 |
| 188 | roll | TAPE, Electrical 1710 | 20 | 45.00 | 900.00 |
| 189 | roll | TAPE, electrical, (3/4" x 66ft) | 20 | 27.50 | 550.00 |
| 190 | roll | PACKAGING TAPE, Transparent (50mm x 100 meters) | 10 | 66.00 | 660.00 |
| TOTAL BROUGHT FORWARD | | | | | P 1,394,321.90 |

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
PR No. 2024-12

Very truly yours,

ATTY. DIONEL O. ALBINA
Chancellor, USTP CDO Campus

Conforme:

GRETCHEN JOY V. OYAO
Sales Representative
V.S. TAY, INCORPORATED
Signature over printed name of Supplier
Date: 01-19-2024

Funds Available:

CHERRY ANN SALUSOD-VILLARTE, CPA
ACCOUNTANT III

Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : RF 24-01-0003-C
Amount : 1,451,280.90

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127 / 5 07 07 710



University of Science and Technology of Southern Philippines

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Croquieta | Paraon | Villanueva

PURCHASE ORDER

PRN : USTP-GSPB-11-2024-APP-CSE-EPA
End-User Rep. : Ms. Shaira Ruffa K. Surio
Location of Project: USTP-CDO Campus

| | |
|---|-------------------------------------|
| Supplier : V.S. TAY, INCORPORATED | P.O. No. : 24-01-0003 |
| Address : 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur | Date : January 12, 2024 |
| E-mail Address : vstay.wholesaledept@gmail.com | Mode of Procurement: Public Bidding |
| Telephone No. : (082) 226 - 3327 / 0997 - 908 - 0860 | |
| TIN : 002 - 623 - 291 - 000 | |
| Purpose : Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024) | |

Gentlemen:

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| Date of Delivery : Sixty (60) calendar days upon receipt of Notice to Proceed | Payment Term : Full Payment after acceptance of goods |

| Stock No. | Unit | Description | Qty. | Unit Cost | Amount |
|------------------------------|--------|--|------|-----------|---------------------|
| TOTAL CARRIED FORWARD | | | | | 1,394,321.90 |
| 191 | roll | PACKAGING TAPE, Brown (50mm x 300meters) | 10 | 275.00 | 2,750.00 |
| 192 | roll | Double Sided Tape, 1" | 8 | 24.00 | 192.00 |
| 193 | roll | Duct Tape, rubberized 48mm x 10m | 22 | 340.00 | 7,480.00 |
| 194 | stick | Glue, all purpose, STICK, (22g) | 2 | 49.00 | 98.00 |
| 195 | pcs | Porta File, Color: Red, Long size | 20 | 140.00 | 2,800.00 |
| 196 | pcs | Porta File, Color: Blue, Long size | 8 | 140.00 | 1,120.00 |
| 197 | pcs | Porta File, Color: Green, Long size | 8 | 140.00 | 1,120.00 |
| 198 | pack | Special Paper, A5, 200gsm, 10 pcs/pack | 13 | 65.00 | 845.00 |
| 199 | bottle | Refill Ink, EPSON 003, Black | 8 | 330.00 | 2,640.00 |
| 200 | bottle | Refill Ink, EPSON 003, Magenta | 8 | 330.00 | 2,640.00 |
| 201 | bottle | Refill Ink, EPSON 003, Yellow | 8 | 330.00 | 2,640.00 |
| 202 | bottle | Refill Ink, EPSON 003, Cyan | 8 | 330.00 | 2,640.00 |
| ***Nothing Follows*** | | | | | |

GRAND TOTAL: ONE MILLION FOUR HUNDRED TWENTY-ONE THOUSAND TWO HUNDRED EIGHTY-SIX PESOS AND 90/100 ONLY P **1,421,286.90**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
PR No. 2024-12

Very truly yours,

ATTY. DIONEL O. ALBINA
Chancellor, USTP CDO Campus

Conforme:

GRETCHEN JOY V. OYAC
V.S. TAY, INCORPORATED
Signature over printed name of Supplier
Date: 01-19-2024

Funds Available:

CHERRY ANN GALUSO-VILLARTE, CPA
ACCOUNTANT III
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/Obr No. : 001 24-01-0003C
Amount : 1,421,286.90

123 / 502 07 010
5 02 07 210