



# 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
3	box	CLEARBOOK, 20 Transparent pockets for A4 size	10	29.00	290.00
4	box	CLEARBOOK, 20 Transparent pockets for Legal size	10	32.00	320.00
5	piece	ERASER, plastic/rubber	110	8.00	880.00
6	piece	SIGN PEN, Fine Tip, Black, liquid or gel	1039	35.00	36,365.00
7	piece	SIGN PEN, Medium Tip, Black, liquid or gel	34	35.00	1,190.00
8	piece	SIGN PEN, Fine Tip, Blue, liquid or gel	859	35.00	30,065.00
9	piece	SIGN PEN, Medium Tip, Blue, liquid or gel	34	35.00	1,190.00
10	piece	SIGN PEN, Fine Tip, Red, liquid or gel	632	35.00	22,120.00
11	piece	SIGN PEN, Medium Tip, Red, liquid or gel	24	35.00	840.00
12	pack	BATTERY, dry cell, size AA, 2 pieces per blister pack	257	22.00	5,654.00
13	pack	BATTERY, dry cell, size AAA, 2 pieces per blister pack	42	20.00	840.00
14	pack	BATTERY, dry cell, size D, 1.5 volts, alkaline	20	101.50	2,030.00
26	bottle	INK, for stamp pad, violet/purple	4	33.00	132.00
31	jar	GLUE, all-purpose, 200 grams min	123	68.00	8,364.00
32	box	STAPLE WIRE, standard, No. 35 (26/6)	350	26.00	9,100.00
33	roll	TAPE, masking, width: 24mm	45	36.00	1,620.00
34	roll	TAPE, masking, width: 48mm	52	40.00	2,080.00
35	roll	TAPE, packaging, width: 48mm	39	32.00	1,248.00
<b>TOTAL BROUGHT FORWARD</b>					<b>P 124,328.00</b>

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. ONAC  
Sales Representative  
V.S. TAY, INCORPORATED

Signature over printed name of Supplier

01-19-2024

Date

Funds Available:	HENRY ANN GALUSO-VILLARTE, CPA <b>ACCOUNTANT III</b>
	Signature Over Printed Name of Chief Accountant/ Head of Accounting Division/Unit

BUR/ObR No. : BRF 24-01-0027C

Amount : 1,141,386.90

C.M. Recto Avenue, Lapasan, Cagayan de Oro City 9000 Philippines, Tel. Nos. +63 (88) 856 1738; Telefax +63 (88) 856 4696 / www.ustp.edu.ph

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**PURCHASE ORDER**

PRN : USTP-GSPB-11-2024-APP-CSE-EPA  
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 Location of Project: USTP-CDO Campus

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Telephone No.	: (082) 226 - 3327 / 0997 - 908 - 0860			
TIN	: 002 - 623 - 291 - 000	Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024)		
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
				<b>TOTAL CARRIED FORWARD</b>	<b>124,328.00</b>
36	roll	TAPE, transparent, width: 24mm	334	12.50	4,175.00
37	roll	TAPE, transparent, width: 48mm	42	23.00	966.00
39	piece	RULER, flexible, plastic, 450mm	65	22.85	1,485.25
40	unit	BINDING AND PUNCHING MACHINE, 50mm binding capacity	1	11,110.00	11,110.00
41	unit	CALCULATOR, Compact, 12 digits	6	145.00	870.00
42	box	CLIP, backfold, all metal, clamping: 19mm (-1mm), 12pcs/box	149	10.30	1,534.70
43	box	CLIP, backfold, all metal, clamping: 25mm (-1mm), 12pcs/box	147	17.15	2,521.05
44	box	CLIP, backfold, all metal, clamping: 32mm (-1mm), 12pcs/box	170	29.70	5,049.00
45	box	CLIP, backfold, all metal, clamping: 50mm (-1mm), 12pcs/box	168	65.00	10,920.00
46	piece	CORRECTION TAPE, film base type, min 10m	710	12.65	8,981.50
47	piece	CUTTER/UTILITY KNIFE, for general purpose	7	34.00	238.00
48	piece	DATA FILE BOX, made of chipboard, with closed ends, 15" x 12" x 10"	105	84.90	8,914.50
49	piece	DATA FOLDER, 8 5/8" x 9 5/8" x 11 3/4"	1	75.00	75.00
50	box	ENVELOPE, Documentary, A4, 500 pieces per box	39	920.00	35,880.00
51	box	ENVELOPE, Documentary, legal, 500 pieces per box	41	998.00	40,918.00
52	box	ENVELOPE, Expanding, Kraft, 100 pieces per box	3	1,250.00	3,750.00
53	box	ENVELOPE, Mailing, 500 pieces per box	11	295.00	3,245.00
<b>TOTAL BROUGHT FORWARD</b>			<b>P 264,961.00</b>		

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. DIOMEL O. ALBINA  
Chancellor, USTP CDO Campus

Conforme:

GRETCHEN JOY V. OYAO  
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. : REF 24-01-0027 C  
Amount : 1,021,280.90

C.M. Recto Avenue, Lapasan, Cagayan de Oro City 9000 Philippines, Tel. Nos. +63 (88) 856 1738; Telefax +63 (88) 856 4696 / www.ustp.edu.ph

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10/15/2024  
10/15/2024

## University of Science and Technology of Southern Philippines

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Orocqieita | Panabo | 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

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Address	: 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur	Date	: January 12, 2024	
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Telephone No.	: (082) 226 - 3327 / 0997 - 908 - 0860			
TIN	: 002 - 623 - 291 - 000	Purpose		
Purpose	Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024)			

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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
				<b>TOTAL CARRIED FORWARD</b>	<b>264,961.00</b>
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, vinyl/plastic coated, 33mm min, 100pcs/box	136	10.00	1,360.00
70	box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm min, 100pcs/box	140	18.00	2,520.00
<b>TOTAL BROUGHT FORWARD</b>			<b>P 413,360.80</b>		

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  
Sales Representative  
V.S. TAY, INCORPORATED

Signature over printed name of Supplier

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. : LAF 04-01-0027C

Amount : 1,401,360.80

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103 / 03 03 20

**PURCHASE ORDER**

PRN : USTP-GSPB-11-2024-APP-CSE-EPA

End-User Rep. : Ms. Shaira Ruffa K. Surio

Location of Project: USTP-CDO Campus

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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
				<b>TOTAL CARRIED FORWARD</b>	<b>413,360.80</b>
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	NOTE PAD, stick-on, 50mm x 76mm, 100 sheets/pad	124	19.00	2,356.00
86	pad	NOTE PAD, stick-on, 76mm x 100mm, 100 sheets/pad	126	27.00	3,402.00
87	pad	NOTE PAD, stick-on, 76mm x 76mm, 100 sheets/pad	127	21.00	2,667.00
<b>TOTAL BROUGHT FORWARD</b>					<b>P 537,984.80</b>

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 A. 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. : DAP 20-01-0007C

Amount : 1,421,280.90

## University of Science and Technology of Southern Philippines

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### PURCHASE ORDER

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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
				<b>TOTAL CARRIED FORWARD</b>	<b>537,984.80</b>
88	piece	NOTEBOOK, Stenographer, Spiral, 40 leaves	108	16.00	1,728.00
89	ream	PAPER, MULTICOPY A4, 80 gsm, size: 210mm x 297mm, 500 sheets/Rream	869	197.90	171,975.10
90	ream	PAPER, MULTICOPY LEGAL, 80gsm, size: 216mm x 330mm, 500 sheets/Rream	539	232.20	125,155.80
91	ream	PAPER, MULTIPURPOSE A4, 70 gsm, size: 210mm x 297mm, 500 sheets/Rream	87	179.60	15,625.20
92	ream	PAPER, MULTIPURPOSE LEGAL, 70gsm, size: 216mm x 330mm, 500 sheets/Rream	69	203.60	14,048.40
93	book	RECORD BOOK, 8.5" x 11", 300 PAGES	152	80.05	12,167.60
94	book	RECORD BOOK, 8.5" x 11", 500 PAGES	142	115.50	16,401.00
99	book	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	1	40.90	40.90
100	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	5	255.05	1,275.25
101	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	5	266.40	1,332.00
102	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	5	266.40	1,332.00
103	cart	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	5	266.40	1,332.00
104	cart	RIBBON CARTRIDGE, EPSON C13S015531 (5015086)	5	900.30	4,501.50
105	cart	TONER CARTRIDGE, HP CB435A, Black	5	3,400.00	17,000.00
106	cart	TONER CARTRIDGE, HP CE285A (HP85A), Black	25	3,565.00	89,125.00
107	cart	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	5	3,166.55	15,832.75
<b>TOTAL BROUGHT FORWARD</b>				<b>P 1,026,857.30</b>	

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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

01-19-2024  
Date

Funds Available:

CHERRY ANN GALUSOB-VILLARTE, CPA

ACCOUNTANT II

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

BUR/ObR No. : 2PF 24-01-0007C  
Amount : 1,921,286.90

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<table border="1"> <thead> <tr> <th>Stock No.</th> <th>Unit</th> <th>Description</th> <th>Qty.</th> <th>Unit Cost</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td align="right" colspan="5"><b>TOTAL CARRIED FORWARD</b></td><td><b>1,026,857.30</b></td></tr> </tbody> </table>					Stock No.	Unit	Description	Qty.	Unit Cost	Amount	<b>TOTAL CARRIED FORWARD</b>					<b>1,026,857.30</b>
Stock No.	Unit	Description	Qty.	Unit Cost	Amount											
<b>TOTAL CARRIED FORWARD</b>					<b>1,026,857.30</b>											
108	pack	Inkjet Glossy Photopaper 20pcs/pack, A4	13	215.00	2,795.00											
109	pcs	Lever Arch File Lateral, made of chipboard, taglia lock, 8 5/8 inches in height (for the front flap), 9 5/8 inches in height (for the back flap) and 11 3/4 inches in width, with plastic pocket for label, BLUE	154	215.00	33,110.00											
110	pcs	Lever Arch File Lateral, made of chipboard, taglia lock, 8 5/8 inches in height (for the front flap), 9 5/8 inches in height (for the back flap) and 11 3/4 inches in width, with plastic pocket for label, RED	125	215.00	26,875.00											
111	pcs	Sticky Note size: 3x3 inches bright color self sticks pads easy to post	22	21.00	462.00											
112	pcs	Sticky Note size: 4x6 inches bright color self sticks pads easy to post	22	44.00	968.00											
113	pcs	Sticky Note size: 8x6 inches bright color self sticks pads easy to post	20	55.00	1,100.00											
114	pcs	SIGN PEN, Green, Liquid or Gel, 0.5mm	10	22.00	220.00											
115	pcs	Notebook, Hardcover, 80 leaves	15	150.00	2,250.00											
116	pack	PVC Cover Clear (A4-300) (210mm x 297mm) (300micron) (100 pieces)	4	650.00	2,600.00											
118	piece	Pen Holder, Metal, Cylinder, Color: Black	8	120.00	960.00											
119	pack	Sticker Paper, Color: White, 20pcs/pack, Legal	20	60.00	1,200.00											
120	pcs	RING BINDER, 6mm (1/4)	10	5.95	59.50											
121	pcs	RING BINDER, 8mm (5/6)	10	9.00	90.00											
122	pcs	RING BINDER, 10mm (3/8)	10	10.00	100.00											
<b>TOTAL BROUGHT FORWARD</b>																
<b>P 1,099,646.80</b>																

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Head, Procurement Services  
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Very truly yours,  
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Chancellor, USTP CDO Campus

Conforme:

**GRETCHEN JOY V. OVAC**  
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. : RAF 24-01-0027C  
Amount : 1,099,646.80

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## University of Science and Technology of Southern Philippines

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Paranaon | 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
				<b>TOTAL CARRIED FORWARD</b>
				<b>1,099,646.80</b>
123	pcs	RING BINDER, 11mm (7/16)	10	11.00
124	pcs	RING BINDER, 12mm	7	12.00
125	pcs	RING BINDER, 16mm	7	15.00
126	pcs	RING BINDER, 24mm	7	33.00
127	pc	Stamp Pad Red	2	43.00
128	pc	Stamp Pad Violet	2	43.00
129	box	Fastener, Plastic, Assorted Color, 50 pcs/box	23	37.00
130	cart	Ribbon Cartridge, Epson S015639/S015634	7	211.20
131	set	Epson T984 Ink Pack for WF C5790/C5290 (Standard Black)	1	4,070.00
132	pcs	TONER CARTRIDGE, Kyocera TK-1175, Black	4	3,300.00
133	pcs	Heavy duty, 6 Digit Automatic Numbering Machine	1	1,100.00
134	btl	Numbering Machine Ink	3	165.00
137	set	Ink for DCP-T426W (set) (Black, Cyan, Yellow, Magenta)	5	1,430.00
138	pcs	Ink, Genuine, black - Brother DCPT-T720DW	2	880.00
139	pcs	Ink, Genuine, cyan - Brother DCPT-T720DW	2	880.00
140	pcs	Ink, Genuine, magenta - Brother DCPT-T720DW	2	880.00
141	pcs	Ink, Genuine, yellow - Brother DCPT-T720DW	2	880.00
142	cart	HP Laserjet 107A Black original, Laser Toner Cartridge	3	7,600.00
<b>TOTAL BROUGHT FORWARD</b>			P:	<b>1,158,533.20</b>

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:

**MELAINE A. JALOVER**  
Head, Procurement Services  
PR No: 2024-12

Conforme:

**GRETCHEN JOY V. OYAO**

Sales Representative

V.S. TAY, INCORPORATED

Signature over printed name of Supplier

01-19-2024

Date

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. : 104-24-01-W27C  
Amount : 1,41,280.90

C.M. Recto Avenue, Lapasan, Cagayan de Oro City 9000 Philippines, Tel. Nos. +63 (88) 856 1738; Telefax +63 (88) 856 4696 / www.ustp.edu.ph

**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	Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024)		
Purpose				

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
			<b>TOTAL CARRIED FORWARD</b>	<b>1,158,533.20</b>
143	pack	FOLDER, L-type, legal, 50 pieces per pack (Color green)	3	262.40
144	pcs	Ballpen, Black, Fine tips	123	7.00
147	pcs	Ribbon, Epson LX 300 + II	15	242.00
148	pcs	Ribbon, Epson LX 310	15	165.00
149	drum	Laserjet Imaging Drum 32A CF232A	1	7,100.00
150	drum	COMPUTER CONTINUOUS FORM, 4 ply, 280mm x 241mm, carbonless	8	973.00
151	box	Mailing Envelope, (white, 63/4, for legal size)	17	295.00
152	pcs	Porta File, Color: Yellow, Long size	35	140.00
153	bundle	Folder, ordinary, White, for Legal Documents 50 pcs/bundle	8	275.00
154	pcs	Dot Matrix EPSON LQ 680 Pro Ribbon	21	302.50
155	set	Ink for Brother DCP-T310, Set BT 5000 (Magenta, Cyan, Yellow, Black)	3	1,650.00
156	cart	INK CART, Brother DCP-7310 (BT5000) Cyan	33	545.00
157	cart	INK CART, Brother DCP-7310 (BT5000) Magenta	28	545.00
158	cart	INK CART, Brother DCP-7310 (BT5000) Yellow	28	545.00
159	cart	INK CART, Brother DCP-7310 (BT5000) Black	31	545.00
160	pcs	Waterproof File Organizer Document Bag with Handle long (green)	3	350.00
161	pcs	Waterproof File Organizer Document Bag with Handle long (blue)	1	350.00
<b>TOTAL BROUGHT FORWARD</b>			<b>P 1,271,387.90</b>	

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**  
Sales Representative  
**V.S. TAY, INCORPORATED**

Signature overprinted name of Supplier

01-19-2024  
Date

Funds Available:

**CHERRY ANN GALUSOB-VILLARTE, CPA**  
**ACCOUNTANT III**

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

BUR/OBR No.: *Reft 71-01-0077C*  
Amount: *1,271,387.90*

C.M. Recto Avenue, Lapasan, Cagayan de Oro City 9000 Philippines, Tel. Nos. +63 (88) 856 1738; Telefax +63 (88) 856 4696 / www.ustp.edu.ph

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**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	Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024)		
Purpose				

Gentlemen:

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

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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					P 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 metters)	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  
**GRETCHEN JOY V. OYAC**  
Sales Representative  
V.S. TAY, INCORPORATED

Conforme:

Signature over printed name of Supplier

**01-19-2024**  
Date

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

Funds Available:

**CHERRY ANN SALUSOD-VILLARTE, CPA**

**ACCOUNTANT III**

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

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

C.M. Recto Avenue, Lapasan, Cagayan de Oro City 9000 Philippines, Tel. Nos. +63 (88) 856 1738; Telefax +63 (88) 856 4696 / www.ustp.edu.ph

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*10/15/2024*  
*5/08/2024*  
*5/08/2024*



# University of Science and Technology of Southern Philippines

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

## PURCHASE ORDER

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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	
<b>Stock No.</b> <b>Unit</b> <b>Description</b> <b>Qty.</b> <b>Unit Cost</b> <b>Amount</b>					
			<b>TOTAL CARRIED FORWARD</b>	<b>1,394,321.90</b>	
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***			
<b>GRAND TOTAL: ONE MILLION FOUR HUNDRED TWENTY-ONE THOUSAND TWO HUNDRED EIGHTY-SIX PESOS AND 90/100 ONLY</b>				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) or 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

01-19-2024

Date

Funds Available:	CHERRY ANN GALUSOD-VILLARTE, CPA <u>ACCOUNTANT III</u>	BUR/ObR No. : <u>NAP 24-01-0097C</u> Amount : <u>1,421,286.90</u>
Signature Over Printed Name of Chief Accountant/ Head of Accounting Division/Unit		

C.M. Recto Avenue, Lapasan, Cagayan de Oro City 9000 Philippines, Tel. Nos. +63 (88) 856 1738; Telefax +63 (88) 856 4696 / www.ustp.edu.ph

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*E.J. / 01-01-2024  
E.J. / 01-01-2024*