



University of Science and Technology of Southern Philippines

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

PURCHASE ORDER

PRN: USTP-GSPB-02-APP-CSE-21

Enduser: Mr. Camelo R. Auxilio

Location of Project: USTP-CDO Campus

Supplier : V.S. TAY, INCORPORATED	P.O. No. : 21-03-0261
Address : 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur	Date : March 19, 2021
E-mail Address : <u>vstay.wholesaledept@gmail.com</u>	Mode of Procurement: Public Bidding
Telephone No. : 227-6993 / 0965-452-3650	
TIN : 002-623-291-000	
Purpose : Proposed Procurement for the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO (1st Quarter 2021)	

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: Mr. Felix V. Saquilayan, Head : Inspection Unit. Contact No. 0926-1777-499	Delivery Term :
Date of Delivery : Sixty (60) calendar days upon receipt of Notice to Proceed	Payment Term :

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
1	rolls	ACETATE, thickness: 0.075mm min (gauge #3)	2	930.00	1,860.00
2	pcs	ASEAN Flag, 3" x 5"	4	490.00	1,960.00
3	pcs	BALLPEN, Fine Tips, Black	111	10.00	1,110.00
4	pcs	BALLPEN, Fine Tips, Blue	56	10.00	560.00
5	pcs	BALLPEN, Fine Tips, Green	56	10.00	560.00
6	pcs	BALLPEN, Fine Tips, Red	16	10.00	160.00
7	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	212	37.50	7,950.00
8	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	242	18.00	4,356.00
9	pcs	BULB, Ultra Violet/ Money Discerner Bulb, 6.0"/152mm MOL, 0.63"/16mm MOD, 115 Approx Initial Lumens	22	300.00	6,600.00
10	unit	CALCULATOR, compact, 12 digits, assorted color	12	375.00	4,500.00
11	pack	CARBON PAPER, A4 size, assorted color, 100pcs/pack	1	670.00	670.00
12	pack	CARTOLINA, assorted colors, 10 pcs/pack	102	90.00	9,180.00
13	pcs	CELL CARD, 1 SMART and 1 GLOBE, worth 500 each	2	549.00	1,098.00
14	pcs	CERTIFICATE JACKET, with plastic cover, black, 210mm x 297mm (A4)	30	65.00	1,950.00
15	pcs	CLEARBOOK, 20 transparent pockets, for LEGAL size, assorted color	184	39.00	7,176.00
16	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm), 12pcs/box	216	9.95	2,149.20
17	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm), 12pcs/box	244	16.70	4,074.80
18	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12pcs/box	228	22.00	5,016.00
19	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 12pcs/box	102	50.00	9,600.00
20	pack	CONSTRUCTION PAPER, Assorted Colors, A4, 10 pcs/pack	10	10.90	109.00
21	pages	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless, 450 Cuts/pages)	47	972.00	45,684.00
22	pcs	CORRECTION TAPE, film base type, UL 6m min	723	15.00	10,845.00
23	pcs	CUTTER KNIFE, for general purpose, 17.7 mm, assorted color	32	36.70	1,174.40

TOTAL BROUGHT FORWARD P 128,342.40

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 day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
PR No. 018-2021

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

Date

Funds Available:

CHERRY ANN D. SALUSOD, CPA
ACCOUNTANT III

BUR/Obr No. : 01 21-03-0420
Amount : 2710 493.55



University of Science and Technology of Southern Philippines

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

PURCHASE ORDER

PRN: USTP-GSPB-02-APP-CSE-21

Enduser: Mr. Camelo R. Auxilio

Location of Project: USTP-CDO Campus

Supplier : V.S. TAY, INCORPORATED	P.O. No. : 21-03-0261
Address : 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur	Date : March 19, 2021
E-mail Address : ystay.wholesaledpt@gmail.com	Mode of Procurement: Public Bidding
Telephone No. : 227-6993 / 0965-452-3650	
TIN : 002-623-291-000	
Purpose : Proposed Procurement for the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO (1st Quarter 2021)	

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: Mr. Felix V. Saquilayan, Head Inspection Unit. Contact No. 0926-1777-499	Delivery Term :
Date of Delivery	Sixty (60) calendar days upon receipt of Notice to Proceed	Payment Term :

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
TOTAL CARRIED FORWARD					128,342.40
24	pcs	DATA FILE BOX, made of chipboard, with closed ends, 15" x 12" x 10"	149	84.90	12,140.70
25	pcs	DATA FOLDER, 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	72	75.25	5,418.00
26	pcs	DATE STAMP, self-inking, Max. text plate size: 41 x 24 mm, Date size: 3 mm	1	490.00	490.00
27	pcs	DESK FILE ORGANIZER, 3-4 tier Metal mesh trays, Stackable Rack, black	4	350.00	1,400.00
28	unit	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	1	7,000.00	7,000.00
29	box	ENVELOPE, DOCUMENTARY, for A4 size document, assorted color, 100 pcs/box	10	740.00	7,400.00
30	box	ENVELOPE, DOCUMENTARY, for legal size document, assorted color, 100 pcs/box	120	1,000.00	120,000.00
31	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, assorted color, 100 pcs/box	99	812.00	80,388.00
32	pcs	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min., assorted color	7	33.50	234.50
33	box	ENVELOPE, mailing, white, 70gsm, A4 size, 100 pcs/box	11	410.00	4,510.00
34	box	ENVELOPE, mailing, white, with window, Legal size, 100 pcs/box	2	470.00	940.00
35	cart	EPSON, 003 BT, INK BLACK	50	351.00	17,550.00
36	cart	EPSON, 003 BT, INK CYAN	50	351.00	17,550.00
37	cart	EPSON, 003 BT, INK MAGENTA	50	351.00	17,550.00
38	cart	EPSON, 003 BT, INK YELLOW	50	351.00	17,550.00
39	pcs	ERASER, FELT, for blackboard/whiteboard, 5" x 2" x 1"	9	11.00	99.00
40	pcs	ERASER, PLASTIC/RUBBER, for pencil draft/writing, 65 x 23 x 13 mm	2	4.80	9.60
41	pcs	EXTENSION CORD, set w/Universal outlet and switch 2m (WER-103) White	6	280.00	1,680.00
42	box	FASTENER, METAL, 70mm between prongsm, 50 sets/box	146	90.00	13,140.00
TOTAL BROUGHT FORWARD					453,392.20

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 day of delay shall be imposed.

Checked and verified by:

MELANTE A. JALOVER
Head, Procurement Services
PR No. 003-2021

Conforme:

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

Signature over printed name of Supplier

03-19-21

Date

Very truly yours,

ATTY. DONEL O. ALBINA
Chancellor, USTP CDO Campus

Funds Available:

CHERRY ANN D. SALUSOD, OPAW
ACCOUNTANT III

BJR/ObR No. : 02 21-03-0420
Amount : 271047.25



University of Science and Technology of Southern Philippines

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

PURCHASE ORDER

PRN: USTP-GSPB-02-APP-CSE-21

Enduser: Mr. Camelo R. Auxilio
Location of Project: USTP-CDO Campus

Supplier : V.S. TAY, INCORPORATED	P.O. No. : 21-03-0261
Address : 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur	Date : March 19, 2021
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Date of Delivery : Sixty (60) calendar days upon receipt of Notice to Proceed	Payment Term :

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
TOTAL CARRIED FORWARD					453,392.20
43	box	FASTENER, PLASTIC, 25mm, 50 sets/box	15	70.00	1,050.00
44	box	FASTENER, PLASTIC, 70mm, 50 sets/box	4	43.00	172.00
45	pcs	FILE ORGANIZER, expanding, plastic, 12 pockets, assorted color	77	94.00	7,238.00
46	set	FILE TAB DIVIDER, bristol board, for A4, Blue, 10pcs/set	91	12.20	1,110.20
47	set	FILE TAB DIVIDER, bristol board, for legal, Blue, 10pcs/set	21	15.50	325.50
48	pcs	FOLDER, Expandable, Long, Brown	20	30.00	600.00
49	bundle	FOLDER, FANCY, for A4 size documents, assorted color, 100pcs/bundle	126	297.30	37,459.80
50	bundle	FOLDER, FANCY, for legal size documents, assorted color, 100pcs/bundle	146	343.00	50,078.00
51	pack	FOLDER, L-TYPE, PLASTIC, for legal size documents, assorted color, 100pcs/pack	97	265.00	25,705.00
52	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), assorted color, 500pcs/box	2	1,040.00	2,080.00
53	pack	FOLDER, TAGBOARD, for A4 size documents, assorted color, 100pcs/pack	23	305.00	7,015.00
54	pack	FOLDER, TAGBOARD, for legal size documents, assorted color, 100pcs/pack	34	352.00	11,968.00
55	pack	FOLDER, TAGBOARD, for legal size documents, GREEN, 100pcs/pack	5	352.00	1,760.00
56	jar	GLUE, all purpose, gross weight: 200 grams min	74	68.00	5,032.00
57	pcs	HIGHLIGHTER, Color: Neon Green	15	43.00	645.00
58	box	INDEX TAB, self-adhesive, transparent, blue, 12pcs/box	255	62.30	15,886.50
59	bottle	INK BOTTLE, BROTHER BT 6000 (black)	2	610.00	1,220.00
60	bottle	INK BOTTLE, Epson L200 model C4123 ink, Black	2	328.00	656.00
61	bottle	INK BOTTLE, Epson L200 model C4123 ink, Colored	2	302.00	604.00
62	bottle	INK BOTTLE, EPSON L3110, 65ml, 003BK, BLACK	30	296.00	8,880.00
63	bottle	INK BOTTLE, EPSON L3110, 65ml, 003C, CYAN	30	296.00	8,880.00
TOTAL BROUGHT FORWARD					P 641,757.20

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 day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
PR No. 011-2021

Conforme:

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

Signature over printed name of Supplier

Date

Very truly yours,

ATTY. DIONEL O. ALBINA
Chancellor, USTP-CDO Campus

Funds Available:

CHERRY ANN D. SALUSOD, CPA

BUR/Obt No. : 6F 21-03-0420

Amount : 270,493.55



University of Science and Technology of Southern Philippines

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PURCHASE ORDER

PRN: USTP-GSPB-02-APP-CSE-21

Enduser: Mr. Camelo R. Auxilio
Location of Project: USTP-CDO Campus

Supplier : V.S. TAY, INCORPORATED	P.O. No. : 21-03-0261
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Date of Delivery : Sixty (60) calendar days upon receipt of Notice to Proceed	Payment Term :

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
TOTAL CARRIED FORWARD					641,757.20
64	bottle	INK BOTTLE, EPSON L3110, 65ml, 003M, MAGENTA	30	296.00	8,880.00
65	bottle	INK BOTTLE, EPSON L3110, 65ml, 003Y, YELLOW	20	296.00	5,920.00
66	bottle	INK BOTTLE, HP Deskjet advantage 2645 Black	2	549.00	1,098.00
67	bottle	INK BOTTLE, HP Deskjet advantage 2645 Colored	2	329.00	658.00
68	bottle	INK BOTTLE, HP GT51, Black	30	412.00	12,360.00
69	bottle	INK BOTTLE, HP GT52, Cyan	23	412.00	9,476.00
70	bottle	INK BOTTLE, HP GT52, Magenta	26	410.00	10,660.00
71	bottle	INK BOTTLE, HP GT52, Yellow	25	410.00	10,250.00
72	cart	INK CART, BROTHER (BT5000C), Cyan	40	549.00	21,960.00
73	cart	INK CART, BROTHER (BT5000M), Magenta	40	549.00	21,960.00
74	cart	INK CART, BROTHER (BT5000Y), Yellow	40	549.00	21,960.00
75	cart	INK CART, BROTHER (BTD60BK), Black	40	549.00	21,960.00
76	cart	INK CART, BROTHER LC40BK, Black	5	1,000.00	5,000.00
77	cart	INK CART, BROTHER LC40C, Cyan	5	1,000.00	5,000.00
78	cart	INK CART, BROTHER LC40M, Magenta	5	1,000.00	5,000.00
79	cart	INK CART, BROTHER LC40Y, Yellow	5	1,000.00	5,000.00
80	cart	INK CART, BROTHER LC67B, Black	5	1,000.00	5,000.00
81	cart	INK CART, BROTHER MFC-T810W, Color: YELLOW, Magenta, Black, Cyan	1	3,955.00	3,955.00
82	cart	INK CART, CANON CL-741, Col.	5	1,085.00	5,425.00
83	cart	INK CART, CANON PG-740, Black	6	829.00	4,974.00
84	cart	INK CART, EPSON C13T664100 (T6641), Black	124	274.40	34,025.60
85	cart	INK CART, EPSON C13T664200 (T6642), Cyan	124	274.40	34,025.60
86	cart	INK CART, EPSON C13T664300 (T6643), Magenta	124	274.40	34,025.60
TOTAL BROUGHT FORWARD					P 930,330.00

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 day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
PR No. 018-2021

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

03-21-21
Date

Funds Available:

CHERRY ANN D. SALUSOD, CPA
ACCOUNTANT III

BUR/Obr No. : 02 21-03-0400
Amount : 2710 473.05

5-02-03-010 5-02-03-210 (07)



University of Science and Technology of Southern Philippines

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

PURCHASE ORDER

PRN: USTP-GSPB-02-APP-CSE-21

Enduser: Mr. Camelo R. Auxilio
Location of Project: USTP-CDO Campus

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TIN	: 002-623-291-000		
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Date of Delivery	: Sixty (60) calendar days upon receipt of Notice to Proceed	Payment Term	:

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
TOTAL CARRIED FORWARD					930,330.00
87	cart	INK CART, EPSON C13T664400 (T6644), Yellow	124	274.40	34,025.60
88	cart	INK CART, HP Laserjet Pro M101-M104	2	1,650.00	3,300.00
89	cart	INK CARTRIDGE, BROTHER LC 3617BK (black)	4	791.00	3,164.00
90	cart	Ink Cartridge, HP T6L89AA (HP905) Cyan Original	15	498.95	7,484.25
91	cart	Ink Cartridge, HP T6L93AA (HP905) Magenta Original	15	498.95	7,484.25
92	cart	Ink Cartridge, HP T6L97AA (HP905) Yellow Original	15	498.95	7,484.25
93	cart	Ink Cartridge, HP T6M01AA (HP905) Black Original	15	814.00	12,210.00
94	pcs	INK, HP Ink Tank 315, genuine, black	16	549.00	8,784.00
95	pcs	INK, HP Ink Tank 315, genuine, cyan	7	549.00	3,843.00
96	pcs	INK, HP Ink Tank 315, genuine, magenta	7	549.00	3,843.00
97	pcs	INK, HP Ink Tank 315, genuine, yellow	7	549.00	3,843.00
98	pcs	INK, Permanent Marker Refill, Black	5	219.00	1,095.00
99	pcs	INK, Permanent Marker Refill, Black	5	219.00	1,095.00
100	pcs	MAGAZINE FILE BOX, LARGE size, made of chipboard, red color	90	45.75	4,117.50
101	pcs	MARKER, PERMANENT, bullet type, black	190	13.00	2,470.00
102	pcs	MARKER, PERMANENT, bullet type, blue	233	9.85	2,295.05
103	pcs	MARKER, PERMANENT, bullet type, red	29	9.85	285.65
104	pcs	MARKER, whiteboard, black, felt tip, bullet type	210	14.70	3,087.00
105	pcs	MOISTURIZER, Finger Tips Moisturizer	24	38.00	912.00
106	pcs	Mouse Pad, black color	2	160.00	320.00
107	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min, assorted colors	336	40.55	13,624.80
108	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, assorted colors	320	65.20	20,864.00
109	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min, assorted colors	270	52.50	14,175.00
110	reams	PAPER BOOK, subs. 20, A4, 500 sheets/Ream	49	143.00	7,007.00
TOTAL BROUGHT FORWARD					P 1,097,143.35

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MELANIE A. JALOVER
Head, Procurement Services
PR No. 018-2021

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
Date: 03-11-21

Funds Available:
CHERRY ANN D. SALUSOD, CPA
ACCOUNTANT III

BUR/Obr No. : 21-03-0420
Amount : 2,710,493.65



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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
TOTAL CARRIED FORWARD					1,097,143.35
111	reams	PAPER BOOK, subs. 20, legal, 500 sheets/Ream	29	176.00	5,104.00
112	reams	PAPER BOOK, subs. 20, Short, 500 sheets/Ream	5	132.00	660.00
113	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min, 100pcs/box	182	8.50	1,547.00
114	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min, 100pcs/box	193	18.50	3,570.50
115	unit	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	1	6,269.00	6,269.00
116	unit	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	1	10,225.00	10,225.00
117	reams	PAPER, Mimeographing, whitewove, A4, 500 sheets/Ream	50	110.00	5,500.00
118	reams	PAPER, Multicopy, 80 gsm, size: A3, 500 sheets/Ream	3	490.00	1,470.00
119	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, 500 sheets/Ream	694	187.60	130,194.40
120	reams	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm, 500 sheets/Ream	550	199.55	109,752.50
121	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm, 500 sheets/Ream	757	146.40	110,824.80
122	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm, 500 sheets/Ream	570	152.85	87,124.50
123	pcs	PENCIL SHARPENER, manual, single cutter head, assorted colors	8	223.00	1,784.00
124	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB, 12pcs/box	58	22.00	1,276.00
125	pcs	PHILIPPINE NATIONAL FLAG, 100% polyester, 3" x 5"	4	310.00	1,240.00
126	pack	PHOTOPAPER, Matte Ciated, 210 gsm, 210mm x 297mm, 20pcs/pack	15	62.50	937.50
127	pcs	PORTAFILE, color Red, long	161	110.00	17,710.00
129	pcs	PUNCHER, paper, heavy duty, with two hole guide, Blue	9	145.10	1,305.90
130	box	PUSH PINS, Assorted Colors, 100 pcs/box	2	109.00	218.00
131	reams	PVC ACETATE COVER/Book Binding Cover, A4, 210mm x 297mm, 100pcs/ream	1	2,190.00	2,190.00
132	piece	RECEIVE DATE STAMP, 15/16 x 1-3/4 Inches	1	490.00	490.00
133	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	59	77.70	4,584.30
TOTAL BROUGHT FORWARD					1,601,120.75

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 day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
PR No. 018-2021

Very truly yours,

LETTY DIONEL O. ALBINA
Chancellor, USTP-CDO Campus

Conforme:

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

Signature over printed name of Supplier

03-21-21

Date

Funds Available:

CHERRY ANN D. SALUSOD, CPA
ACCOUNTANT IN CHARGE

BUR/Obr No. : 21-03-0420
Amount : 2,310,497.55



University of Science and Technology of Southern Philippines

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

PURCHASE ORDER

PRN: USTP-GSPB-02-APP-CSE-21

Enduser: Mr. Camelo R. Auxilio

Location of Project: USTP-CDO Campus

Supplier : V.S. TAY, INCORPORATED	P.O. No. : 21-03-0261
Address : 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur	Date : March 19, 2021
E-mail Address : vstay.wholesaledept@gmail.com	Mode of Procurement: Public Bidding
Telephone No. : 227-6993 / 0965-452-3650	
TIN : 002-623-291-000	
Purpose : Proposed Procurement for the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO (1st Quarter 2021)	

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: Mr. Felix V. Saquilayan, Head Inspection Unit. Contact No. 0926-1777-499	Delivery Term :
Date of Delivery : Sixty (60) calendar days upon receipt of Notice to Proceed	Payment Term :

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
TOTAL CARRIED FORWARD					1,601,120.75
134	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	272	112.10	30,491.20
135	cart	RIBBON CART, EPSON C13S015531 (S015086), Black	26	809.90	21,057.40
136	pcs	RIBBON CARTRIDGE, for Impact Dot Matrix, 9 pins, 80 columns	40	132.00	5,280.00
137	pcs	RIBBON CARTRIDGE, LQ310	70	88.00	6,160.00
138	pcs	RIBBON, EPSON LQ 680 Pro	16	302.00	4,832.00
139	bundle	RING BINDER, plastic, 32mm, 84 rings, Black	6	263.00	1,578.00
140	pair	SCISSORS, symmetrical, blade length: 65mm min, assorted color	38	44.60	1,694.80
141	pcs	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	942	38.00	35,796.00
142	pcs	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	875	38.00	33,250.00
143	pcs	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	403	38.00	15,314.00
144	bottle	STAMP PAD INK, purple or violet, 50ml (min.)	30	34.00	1,020.00
145	pcs	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	23	38.30	880.90
146	pcs	STAPLE REMOVER, PLIER-TYPE, Stainless Steel	20	27.35	547.00
147	box	STAPLE WIRE, for heavy duty staplers, (23/13)	44	21.70	954.80
148	box	STAPLE WIRE, STANDARD No. 35, (26/6)	287	23.20	6,658.40
149	pcs	STAPLER, STANDARD TYPE, load cap: 200 staples min, assorted colors	26	194.45	5,055.70
150	pack	STICKER PAPER, A4, Glossy, White, 10 pcs/pack	11	49.00	539.00
151	pack	STICKER PAPER, A4, Matte, 20 pcs/pack	25	65.00	1,625.00
152	rolls	TAPE, Cloth, Black (LxW) 45.7 m x 48 mm x 45.7 m	2	380.00	760.00
153	rolls	TAPE, Double Adhesive, 1"	11	109.00	1,199.00
154	rolls	TAPE, Double Adhesive, 2", 48mm x 30m	2	164.00	328.00
155	rolls	TAPE, Duct, 48mm x 10m	2	219.00	438.00
156	rolls	TAPE, Floor Marking, B&Y 50mm x 33m	2	461.00	922.00
TOTAL BROUGHT FORWARD					1,777,501.95

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 day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
PR No. 018-2021

Very truly yours,

ATTY. DIONEL O. ALBINA
Chancellor, USTP CDO Campus

Conforme:

GRETCHEN JOY V. OVAC
V.S. TAY, INCORPORATED

Signature over printed name of Supplier

Date

Funds Available:

CHERRY ANN D. SALUSOD, CPA
ACCOUNTANT III

BUR/ObR No. : CA 21-03-042

Amount : 2,710,492.55



University of Science and Technology of Southern Philippines

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

PURCHASE ORDER

PRN: USTP-GSPB-02-APP-CSE-21

Enduser: Mr. Camelo R. Auxilio

Location of Project: USTP-CDO Campus

Supplier	: V.S. TAY, INCORPORATED	P.O. No.	: 21-03-0261
Address	: 125 Ramon Magsaysay Avenue, Davao City, Davao Del Sur	Date	: March 19, 2021
E-mail Address	: vstay.wholesaledept@gmail.com	Mode of Procurement:	Public Bidding
Telephone No.	: 227-6993 / 0965-452-3650		
TIN	: 002-623-291-000		
Purpose	: Proposed Procurement for the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO (1st Quarter 2021)		

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: Mr. Felix V. Saquilayan, Head : Inspection Unit. Contact No. 0926-1777-499	Delivery Term	:
Date of Delivery	: Sixty (60) calendar days upon receipt of Notice to Proceed	Payment Term	:

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
TOTAL CARRIED FORWARD					1,777,501.95
157	rolls	TAPE, MASKING, width: 24mm (±1mm)	216	60.00	12,960.00
158	rolls	TAPE, MASKING, width: 48mm (±1mm)	116	117.00	13,572.00
159	rolls	TAPE, PACKAGING, width: 48mm (±1mm)	142	21.90	3,109.80
160	rolls	TAPE, TRANSPARENT, width: 24mm (±1mm)	352	11.00	3,872.00
161	rolls	TAPE, TRANSPARENT, width: 48mm (±1mm)	186	21.90	4,073.40
163	cart	TONER CART, HP CB435A, Black	16	3,715.00	59,440.00
164	cart	TONER CART, HP CE278A, Black	2	4,345.00	8,690.00
165	cart	TONER CART, HP CE285A (HP85A), Black	130	3,775.00	490,750.00
166	cart	TONER CART, Kyocera TK-1175, Black	19	7,700.00	146,300.00
167	cart	TONER CART, SAMSUNG MLT-D105L, Black	2	3,718.00	7,436.00
168	cart	TONER CARTRIDGE, BROTHER TN-1000	20	2,200.00	44,000.00
169	cart	Toner Cartridge, HP CF217A (HP17A) Black LaserJet	16	3,348.40	53,574.40
170	cart	TONER CCART, Kyocera, TK 1147	4	7,149.00	28,596.00
171	pack	TONER POWDER, BROTHER TN-1000 (150g)	30	549.00	16,470.00
172	pcs	TONER, Brother 2280	2	2,474.00	4,948.00
173	cart	TONER, HP Laserjet, genuine, CF 230A	8	4,400.00	35,200.00

Nothing Follows

GRAND TOTAL: TWO MILLION SEVEN HUNDRED TEN THOUSAND FOUR HUNDRED NINETY THREE PESOS AND 55/100 P 2,710,493.55//

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 day of delay shall be imposed.

Checked and verified by:

MELANTE A. JALOVER
Head, Procurement Services
PR No. 018-2021

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

Conforme:

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

Signature over printed name of Supplier

Date

Funds Available:

CHERRY ANN D. SALUSOD, CPA
ACCOUNTANT III

BUR/Obr No. : CF 21-03-0420
Amount : 2,710,493.55