

Republic of the Philippines
KALINGA STATE UNIVERSITY
 Tabuk City, Kalinga
PURCHASE ORDER

Supplier : **LIGHTHOUSE COOPERATIVE** P.O. No. : **2020-03-0059**
 Address : **TUGUEGARAO CITY, CAGAYAN** Date : **MARCH 10, 2020**
 TIN : Mode of Procurement : **SHOPPING**

Requisitioning Unit/Department: **CBEA**

Gentlemen:

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

Place of Delivery : **KSU-Supply Office, Bulanao Campus** Delivery Term : **FOB DESTINATION**
 Date of Delivery : **15 calendar days after the receipt of PO by the supplier** Payment Term :

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream	Paper, Multicopy, 80gsm, Legal	70 ✓	220.00	15,400.00
2	ream	Paper, Multicopy, 80gsm, A4' <i>5 rmas balance</i>	15	195.00	2,925.00
3	pcs	Arc File, 13 1/2" H x 11" W x 3" diameter, Blue	x 50	115.00	5,750.00
4	packs	Folder, Tagboard, A4, 100pcs/pack	x 2	350.00	700.00
5	pcs	GLUE, all purpose, 200 grams min	10 ✓	35.00	350.00
6	sets	Marker, FLuorescent, 3 colors per set	2 ✓	90.00	180.00
7	pairs	Scissor, symmetrical, blade length: 65mm, B/s	5 ✓	28.00	140.00
8	boxes	Paper Clip, 33mm, 100pcs/box or 52g	10 ✓	9.00	90.00
9	boxes	Paper Clip, 50mm, 100pcs/box or 120g	x 10	18.00	180.00
10	pcs	Data File Box	x 37	185.00	6,845.00
11	boxes	Pencil, Lead with Eraser, 12pcs/box	2 ✓	72.00	144.00
12	bottles	Ink, EPSON, Black, 65ml (L3110)	20 ✓	245.00	4,900.00
13	bottles	Ink, EPSON, Black, 65ml (L3110)	5 ✓	275.00	1,375.00
14	bottles	Ink, EPSON, Black, 65ml (L3110)	5 ✓	275.00	1,375.00
15	bottles	Ink, EPSON, Black, 65ml (L3110)	5 ✓	275.00	1,375.00
16	pcs	Needle Pin/ Dress Pin	45 ✓	6.00	270.00
17	packs	Linen Paper, 180gsm, 10pcs/pack, Legal	30 ✓	54.00	1,620.00
18	packs	Linen Paper, 180gsm, 10pcs/pack, Short	30 ✓	35.00	1,050.00
19	rolls	Double Sided Tape, 1/2" (small)	20 ✓	15.00	300.00
20	rolls	Double Sided Tape, 1" (small)	20 ✓	25.00	500.00
21	reams	Colored Paper, Assorted Colors, Legal, 350pcs/pack	9 ✓	170.00	1,530.00
22	boxes	Thumbtacks	10 ✓	7.00	70.00
23	packs	Sticker Paper, 10pcs/pack, A4, White	20 ✓	45.00	900.00
24	rolls	Duct Tape, 2", Yellow	x 3	75.00	225.00
25	cans	Floor Wax, Paste, Red, 2 kgs	x 9	365.00	3,285.00
GRAND TOTAL					51,479.00

(Total Amount in Words) **FIFTY-ONE THOUSAND FOUR HUNDRED SEVENTY-NINE 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:

Signature over Printed Name of Supplier

Date: _____

Very truly yours,

EDUARDO T. BAGTANG, CPA, DBM

President

Requisitioning Office/Dep't

Fund Cluster : **05-J61**

Funds Available

ORS/BURS No. : _____

Date of the ORS/BURS: _____

LORNA C. VALDEZ

Administrative Officer V

ARNOLD A. TANDING, CPA, MBA

Accountant III

Amount : _____