



## PURCHASE ORDER

Supplier : OFFICEBOX ENT.	P.O. No. : 23-05-238
Address : TIPOLO MANDAUE CITY	Date : May 10, 2023
Tel.No. : 345-3204 / 422-6203/345-3201	RC Code : 403 / Supply Ofc.
TIN : 214-859-198-000 / Philgeps no.: 2011-74877	Mode of Procurement Public Bidding

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

**Purpose :** ICT supplies for the 1st quarter (STF)  
**Place of Delivery :** Cebu Normal University  
**Date of Delivery :** June 9, 2023  
**Delivery Term :** 30 calendar days upon receipt of NTP  
**Payment Term :** Through ADA from 5 to 7 days after complete delivery

Acct Code	Qty	Unit	Description	Unit Cost	Total Amount
1	30	cart	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	3,000.00	90,000.00
2	10	pcs	COMPACT DISC, CD- R	85.00	850.00
3	10	unit	HARD DISK DRIVE, EXTERNAL 2TB	3,588.00	35,880.00
4	22	pcs	KEYBOARD, WIRED (USB TYPE)	387.00	8,514.00
5	12	pcs	KEYBOARD, WIRELESS (BLUETOOTH)	1,100.00	13,200.00
6	2	unit	PC, GENERIC POWER SUPPLY	702.00	1,404.00
7	1	pc	HDMI CORD (5 METERS)	500.00	500.00
8	90	cart	PRINTER INK, EPSON 166 BLACK	305.00	27,450.00
9	80	cart	PRINTER INK, EPSON 166 MAGENTA	325.00	26,000.00
10	50	cart	PRINTER INK, EPSON 166 YELLOW	325.00	16,250.00
11	80	cart	PRINTER INK, EPSON 166 CYAN	325.00	26,000.00
12	22	pcs	USB, FLASHDRIVE 32GB	246.00	5,412.00
13	2	license	Office Home & Business 2019, (CD/PHYSICAL) GENUINE	16,500.00	33,000.00
14	76	bottle	PRINTER INK, HP (MOH4AA) GT 52 CYAN	299.00	22,724.00
15	76	bottle	PRINTER INK, HP (MOH55AA) GT 52 MAGENTA	299.00	22,724.00
16	76	bottle	PRINTER INK, HP (MOH56AA) GT 52 YELLOW	299.00	22,724.00
17	86	bottle	PRINTER INK, HP (MOH57AA) GT 51 BLACK	305.00	26,230.00
18	30	cart	PRINTER INK, EPSON 141 YELLOW	410.00	12,300.00
19	52	cart	PRINTER INK, EPSON 003 BLACK	284.00	14,768.00
20	52	cart	PRINTER INK, EPSON 003 CYAN	302.00	15,704.00
21	52	cart	PRINTER INK, EPSON 003 MAGENTA	302.00	15,704.00
22	52	cart	PRINTER INK, EPSON 003 YELLOW	302.00	15,704.00
23	30	pcs	USB, FLASHDRIVE 64GB	400.00	12,000.00
24	40	cart	PRINTER INK, HP 680 BLACK	521.00	20,840.00

<b>PAGE 1 OF 2 SHEETS</b>	<b>GROSS PAYABLE AMOUNT</b>	☞	485,882.00
	<b>DISCOUNT, if any</b>		-
	<b>NET PAYABLE AMOUNT</b>	☞	485,882.00

<b>GRAND TOTAL</b>	
is on page 2	

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

CONFORME : ROCHEL ESPARDO J/17/23 FILOMENA T. DAYAGBIL, Ed.D.  
SUPPLIER'S SIGNATURE OVER PRINTED NAME and DATE OIC - SUC President III

Funds Available : ROCHEL E. OCAMPO ALOBS NO. :  
Accountant AMOUNT :



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Acct Code	Qty	Unit	Description	Unit Cost	Total Amount
25	40	cart	PRINTER INK, HP 680 TRI-COLOR	521.00	20,840.00
26	30	toner	BROTHER TONER TN2380	2,350.00	70,500.00
27	10	pc	HP Office Jet 200 Mobile Printer Original Ink 62 Black	1,550.00	15,500.00
28	10	pc	HP Office Jet 200 Mobile Printer Original Ink 62 Tricolor	1,550.00	15,500.00
29	2	cart	Brother Toner Cartridge TN-2480 (High Yield) Black	3,600.00	7,200.00
30	2	cart	TONER CARTRIDGE, HP CE285A (HP85A), Black	2,400.00	4,800.00
31	5	pcs	MOUSE, USB TYPE	190.00	950.00
32	4	bottle	PRINTER INK, BROTHER BT- 5000 YELLOW	410.00	1,640.00
33	4	bottle	PRINTER INK, BROTHER BT- 5000 CYAN	410.00	1,640.00
34	4	bottle	PRINTER INK, BROTHER BT- 5000 MAGENTA	410.00	1,640.00
35	4	bottle	PRINTER INK, BROTHER BT- D60 BLACK	410.00	1,640.00

<b>PAGE 2 OF 2 SHEETS</b>	<b>GROSS PAYABLE AMOUNT</b>	141,850.00
	<b>DISCOUNT, if any</b>	-
	<b>NET PAYABLE AMOUNT</b>	141,850.00

<b>GRAND TOTAL</b>	IN FIGURES : <b>141,850.00</b>	<b>Php627,732.00</b>
	IN WORDS : <b>SIX HUNDRED TWENTY SEVEN THOUSAND SEVEN HUNDRED THIRTY TWO PESOS ONLY</b>	

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

CONFORME : *RUCHEL ESPARCA* 5/17/23 *FILOMENAT. DAYAGBIL*, Ed.D.  
SUPPLIER'S SIGNATURE OVER PRINTED NAME and DATE OIC - SUC President III

Funds Available : \_\_\_\_\_ ALOBS NO. : \_\_\_\_\_  
 \_\_\_\_\_ AMOUNT : \_\_\_\_\_  
 ROCHE E. OCAMPO  
Accountant