



Republic of the Philippines
BENGUET STATE UNIVERSITY
 La Trinidad, Benguet

PURCHASE ORDER

Supplier:	OFFICETECH GENERAL MERCHANDISE	P.O No.:	2023-04-GAA-152
Address:	Betag, La Trinidad, Benguet	Date:	APR 28 2023
Tin:		Mode of Procurement:	NP-SVP
		PR No.:	2023-02-330; 2023-02-295; 2023-01-92; 2023-02-147; 2023-01-72; 2023-03-376; 2023-02-198; 2023-02-249; 2023-03-403

Gentlemen:

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

Place of Delivery: BSU SPMO	Delivery Term: FOB DESTINATION
Date of Delivery: WITHIN 15 CALENDAR DAYS UPON RECEIPT OF NTP/P.O	Payment Term: within 30 days after complete delivery

Item no.	Stock/Property No.	Unit	ITEM	Quantity	Unit Cost	Amount	END-USER
1		unit	Steel Filing Cabinet - vertical, 4 drawers - with flush handle - gauge #22, color: gray - dimension at least: W:45.2 x D62 x H133.1 cm	1	7,995.00	7,995.00	CA-DO
2		unit	Laminating Machine - thermal, 250 microns maximum laminating film thickness, up to A3 size - atleast 13" laminating length, 4 heat resisting silicone rollers, steel case - forward and reverse switch, hot and cold laminating	1	3,090.00	3,090.00	CSS
3		unit	Computer Desktop Table - 3 layers with printer stand (top) and sliding flat drawer for keyboard - with caster wheels - material: laminated wood , color: brown	2	1,950.00	3,900.00	CSS
4		unit	Paper Shredder (AURORA AS800CD) - micro-cut shredding system - can shred pvc card, credit card, CDs and 8 sheets capacity per pass, 157.7 liters capacity - w/ paper jam prevention system, 220V	3	5,780.00	17,340.00	CSS (2) ATBI/IC (1)
5		unit	Executive Office Chair (9927) - high-back leatherette, color:black - 360° swivel, chrome back base	10	5,800.00	58,000.00	CHET

7	pcs	Folding table - rectangle, plastic, steel legs - dimension atleast 48"L x 24"W	3	2,495.00	7,485.00	VP AdFin
9	unit	Office Chair - Adjustable swivel chair, with arms, ribbed office chair high - Synthetic leather, color: black - Adjustable height, lumbar support, chrome metal base	1	3,480.00	3,480.00	CAH-ADS
12	unit	Monoblock Chairs - w/ arm rest and writing board - dimension atleast: back rest: 710 mm; seat height: 380mm; seat depth: 403mm; seat width: 370mm; writing board height: 614mm; writing board depth: 617mm, wring board width: 250 mm - color: cream	93	1,500.00	139,500.00	CPAG (60) CVM (33)

XXXXXXXXXXXX


TOTAL AMOUNT:

240,790.00

(Total Amount in Words) **TWO HUNDRED FORTY ^{THOUSAND} SEVEN HUNDRED NINETY PESOS ONLY**

In case of failure to make the full delivery within 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:


OFFICETECH GENERAL MERCHANDISE
Epiphany Compd. Bldg. 1-1

Signature over Printed Name of Supplier

5-5-23

Date

Very Truly Yours:


FELIPE SALAING-COMILA
Univeristy President

Fund Cluster: _____

Funds Available: _____

IMELDA B. GALINATO
Accountant IV

ORS/BURS No.: **2023-05-0914**

Date of the ORS/BURS: **MAY 02 2023**

Amount: **P240,790-**

(101)