



Republic of the Philippines  
**BENGUET STATE UNIVERSITY**  
 La Trinidad, Benguet

# PURCHASE ORDER

<b>Supplier:</b>	<b>OFFICITECH GENERAL MERCHANDISE</b>	<b>P.O No.:</b>	2024 - 03-6AA - 106
<b>Address:</b>	La Trinidad, Benguet	<b>Date:</b>	MAR 22 2024
<b>Tin:</b>		<b>Mode of Procurement:</b>	NP-SVP
		<b>PR No.:</b>	2024-37; 2024-02-179; 2024-02-183; 2024-04-141; 2024-02-337; 2023-02-205

**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:** **15 calendar days upon receipt of NTP/PO**  
**Payment Term:** **within 30 days after complete delivery**

Item no.	Stock/Propery No.	Unit	ITEM	Quantity	Unit Cost	Amount	END-USER
1		unit	<b>Paper shredder (Adrianal, S-A3000)</b> - 60L bin capacity, micro-cut, shred capacity: 25 sheets, can shred CD/DVD, card paper clip and staple wire	1	<b>58,998.00</b>	58,998.00	CPAG
2		unit	<b>Portable table</b> - foldable, material: polyethylene table top, powder coated steel frame, UV-protected, weather resistant, dimension atleast: 123 x 61 cm, stands: 74 cm high, color: black, pure gray or dark gray	10	<b>2,808.00</b>	28,080.00	CMAS
3		unit	<b>Whiteboard</b> - aluminum casing and frame with stand and rollers, dimension size: 5 ft x 4 ft	5	<b>6,998.00</b>	34,990.00	CHET
4		pc	<b>Whiteboard</b> - with aluminum frame, magnetic, size dimension atleast: 3ft. x 3 ft.	1	<b>1,803.00</b>	1,803.00	COA
5		pc	<b>Corkboard</b> - with aluminum frame, size dimension atleast: 3ft. x 3 ft.	1	<b>997.00</b>	997.00	COA
6		unit	<b>Filing Cabinet</b> - 4 shelves, all metal body, lateral, color: gray, gauge:24, dimension atleast: 850W x 400H x 1850D mm., with lock and key	2	<b>10,997.00</b>	21,994.00	CF-BIDEC
7		unit	<b>Office Chair</b> - with arm rest, cushioned mesh back and seat, four legged black coated metal, color: black	5	<b>2,598.00</b>	12,990.00	CBOO

**TOTAL AMOUNT:** XXXXXXXXXXXX

(Total Amount in Words) **ONE HUNDRED FIFTY-NINE THOUSAND EIGHT HUNDRED FIFTY-TWO PESOS ONLY** **159,852.00**

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 items/s.

Conforme:



Signature over Printed Name of Supplier

04/02/24

Date

Very Truly Yours:



**FELIPE SALANG COMILA**  
University President

Fund Cluster: \_\_\_\_\_

Funds Available: \_\_\_\_\_

ORS/BURS No.: 2024-03-761

Date of the ORS/BURS: MAR 26 2024

Amount: 157,052

**IMELDA B. GALINATO**  
Accountant IV