



Republic of the Philippines
 Benguet State University
 2601 La Trinidad, Benguet
www.bsu.edu.ph



PURCHASE ORDER

Supplier:	PAPER CART MARKETING INC.	P.O No.:	2024-04-PTJ-115
Address:	Pines Hill Business Center, Km5 Balili, La Trinidad, Benguet	Date:	APR 29 2024
Tin:		Mode of Procurement:	NP-SVP
		PR No.:	2024-04-609

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 DAYS UPON RECEIPT OF PO	Payment Term:	30 days after complete delivery

Item no.	Stock/Property No.	Unit	ITEM	Quantity	Unit Cost	Amount	END-USER
1		box	Faber ballpen, 0.5mm ballpoint, fine (black), 50 pcs/box	20	580.00	11,600.00	Marketing
2		box	Faber ballpen, 0.5mm ballpoint, fine (blue), 50 pcs/box	10	580.00	5,800.00	
3		ream	Bondpaper, short 8"x11", 80 GSM	20	210.00	4,200.00	
4		pack	Brown envelope, long, 50 pieces per pack	20	150.00	3,000.00	
5		pack	Brown envelope, short, 50 pieces per pack	20	100.00	2,000.00	
6		pc	Correction Tape, disposable, length: 8m min.	80	22.00	1,760.00	
7		pc	Double-sided high adhesive office tape 1/2"(w)	50	15.00	750.00	
8		pc	Double-sided high adhesive office tape 3/4"(w)	50	22.00	1,100.00	
9		pc	Double-sided high adhesive office tape 1"(w)	50	28.00	1,400.00	
10		pc	Highlighter pen, assorted colors	150	17.00	2,550.00	
11		pad	Cattleya intermediate pad, 80 leaves per pad, 52.3 GSM	150	39.00	5,850.00	
12		box	Pilot permanent marker, fine, black, 12 pcs/box	20	420.00	8,400.00	
13		pc	Advance yellow intermediate pad, 1 whole, 90 leaves	100	29.00	2,900.00	
14		pc	Yellow Intermediate pad, 1/2 lengthwise, 90 leaves	50	32.00	1,600.00	
TOTAL						52,910.00	

(Total Amount in Words) **Fifty-two Thousand Nine Hundred Ten 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:

Paper Cart Marketing Inc.
 Pines Hill Business Center Km 5 Balili, La Trinidad Benguet
 Signature over Printed Name of Supplier
 Date: 05/09/24

FELIPE SALAING COMILA
 University President

Fund Cluster: _____
 Funds Available: _____
IMELDA B. GALINATO
 Accountant IV

ORS/BURS No.: 2024-05-256
 Date of the ORS/BURS: MAY 02 2024
 Amount: 52,910