



PURCHASE ORDER

Supplier :	OFFICETECH GENERAL MERCHANDISE	P.O. No.	2024-04-BT-53
Address :	La Trinidad	Date:	APR 03 2024
TIN :		Mode of Procurement	NP-Small Value Procurement
		P.R. No.	2024-03-449

Gentlemen,

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

Place of Delivery : BSU MARKETING CENTER	Delivery Term : FOB Destination
Date of Delivery : 10 days upon receipt of PO	Payment Term : within 30 Days after complete delivery

Item No.	Stock / Property No.	Unit	ITEM	Quantity	Unit Cost	Total Amount	END-USER
1		pk	Battery, dry cell, AA, 1.5 volts, alkaline 2pc/pk	10	54.00	540.00	MARKETING CENTER
2		pc	Correction Tape, disposable, length: 8m min	20	24.00	480.00	MARKETING CENTER
3		unit	Document Tray File Organizer 3-Tier, color Black ; Material: Metal ; Overall Size: 30cm x 35cm x 30cm	2	500.00	1,000.00	MARKETING CENTER
4		box	Fastener, plastic, 50 sets per box	5	44.00	220.00	MARKETING CENTER
5		unit	Multi-Layer Storage for Papers and Documents ; 5 Drawers ; with hole each drawer for easy grip and carrying; Size: 14 1/4" x 10 7/8 x 10 7/8" (L x H x W)	2	780.00	1,560.00	MARKETING CENTER
6		box	Permanent Marker, fine, color Black, 12pcs/box	10	310.00	3,100.00	MARKETING CENTER
7		pc	PUNCHER, paper, heavy duty	2	178.00	356.00	MARKETING CENTER
8		pc	Scissors w/ hard Grip 6.5"	3	55.00	165.00	MARKETING CENTER
9		pc	Scotch tape dispenser, big up to 1"	3	110.00	330.00	MARKETING CENTER
10		pc	Staple Remover, plier type	3	60.00	180.00	MARKETING CENTER
11		box	Staple wire, 8mm leg length	3	59.00	177.00	MARKETING CENTER
12		box	Tabs, Strip Tabbing , Clear, Index Tabs	5	100.00	500.00	MARKETING CENTER
13		ream	Bond Paper, A4, 80gsm, 8.3" x 11.7" , (210mm x 297mm), 500 sheets/ream	20	235.00	4,700.00	MARKETING CENTER
14		ream	Bond Paper, Long, 80 gsm, 8.5" x 13" , (216mm x 330mm), 500sheets/ream	20	239.00	4,780.00	MARKETING CENTER
15		pad	NOTE PAD, stick on, 3"x4", 100 sheets per pad	10	68.00	680.00	MARKETING CENTER


PO BTI-53

16	roll	P.O.S thermal paper 80mmx70mm	150	84.00	12,600.00	MARKETING CENTER
17	book	RECORD BOOK, 300 PAGES	5	80.00	400.00	MARKETING CENTER
18	pc	FOLDER expandable,9x14.75 inches,green	100	19.00	1,900.00	MARKETING CENTER
Total					33,668.00	

Total Amount in Words : Thirty-three thousand six hundred sixty-eight 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 delay shall be imposed on the undelivered item/s.

Conforme :



 JONILA AGSINOP

Signature over Printed Name of Supplier

4-15-24

Date

Fund Cluster : _____

Funds Available : _____

Very truly yours,




FELIPE SALAING COMILA
University President

ORS/BURS No. : 2024-04-169

Date of ORS/BURS : APR 05 2024

Amount : 33,668


IMELDA B. GALINATO
 Chief Accountant