



Republic of the Philippines
BENGUET STATE UNIVERSITY
 La Trinidad, Benguet

PURCHASE ORDER

Supplier:	THE STABLE EDUCATIONAL SUPPLY	P.O No.:	2024-06-161-124
Address:	Lower Bonifacio St., Baguio City	Date:	6/15/2024
Tin:		Mode of Procurement:	Shopping
		PR No.:	2024-04-738; 2024-04-635

Gentlemen,

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

Place of Delivery:	BSU SPMO/Office of the University Registrar	Delivery Term:	FOB DESTINATION
Date of Delivery:	15 Days upon receipt of Purchase Order	Payment Term:	30 days after complete delivery

Item no.	Stock/Property No.	Unit	ITEM	Quantity	Unit Cost	Amount
1		roll	Tape, transparent, 24mm	200	12.00	2,400.00
2		roll	Tape, transparent, 48mm	200	18.00	3,600.00
3		box	Envelope, mailing, with window, 500 pcs per box #10	30	468.00	14,040.00
4		piece	Pen, sign pen blue, point 0.7	100	22.75	2,275.00
5		piece	Pen, sign pen black, point 0.7	100	22.75	2,275.00
6		piece	Permanent marker, black, broad tip	150	12.00	1,800.00
7		ream	Paper, multicopy long, 500 sheets per ream, 8.5"x13"	100	183.48	18,348.00
8		ream	Paper, multipurpose long, 500 sheets per ream, 8.5"x14"	100	197.59	19,759.00
9		sheets	Diploma paper, pergamenata, parchment paper, A4 size, acid free paper, natural color, 100% sulphite, neutral pH, 110gsm XXXXXXXXXXXXXXXXXXXXXXXXXXXX	5000	6.40	32,000.00
TOTAL						96,497.00

(Total Amount in Words) **Ninety Six Thousand Four Hundred Ninety Seven Pesos only 00/100.**

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:

THE STABLE EDUCATIONAL SUPPLY
 12 LOWER BONIFACIO ST., BAGUIO CITY
 TEL NO (075) 444-5151; 444-5152
 e-mail: march_weldon@yahoo.com.ph
 Signature over Printed Name of Proprietor
 MARCH WELDON O. ...
 Date

FELIPE SALAING COMILA
 President

7/1/24

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

ORS/BURS No.: _____
 Date of the ORS/BURS: **JUN 14 2024**
 Amount: ₱ 96,497.00
 05206441