



PURCHASE ORDER

Supplier: KADASAN OFFICE AND SCHOOL SUPPLIES TRADING

Address: Poblacion, La Trinidad, Benguet

Tin: 938-602-054-000

P.O No.: 2024-03-CP-35

Date: MAR 01 2024

Mode of Procurement: NP-SVP

PR No.: 2024-01-82

Gentlemen:

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

Place of Delivery: **BAPTC, Swamp, LTB**

Delivery Term: **FOB DESTINATION**

Date of Delivery: **WITHIN 30 CALENDAR DAYS UPON RECEIPT OF P.O**

Payment Term: **within 30 days after complete delivery**

Item no.	Stock/Property	Unit	ITEM	Quantity	Unit Cost	Amount
1		piece	SIGN PEN, Black, liquid or gel	59	28.00	1,652.00
2		piece	SIGN PEN, purple, liquid or gel	50	28.00	1,400.00
3		pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	56	25.00	1,400.00
4		pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	51	25.00	1,275.00
5		bottle	INK, for stamp pad, 50mL	2	150.00	300.00
6		unit	ELECTRIC FAN, stand, 16" Metal Blade, 3 mode speed control	2	1,105.00	2,210.00
7		jar	GLUE, all purpose, 200 grams	22	100.00	2,200.00
8		box	STAPLE WIRE, standard 26/6	125	33.00	4,125.00
9		roll	TAPE, electrical, vinyl, 16mmx19mmx16meters	120	25.00	3,000.00
10		roll	TAPE, masking, 24mm	30	75.00	2,250.00
11		roll	TAPE, masking, 48 mm	10	165.00	1,650.00
12		roll	TAPE, packaging, 48 mm	35	31.00	1,085.00
13		roll	TAPE, transparent, 24mm	50	15.50	775.00
14		roll	TAPE, transparent, 48 mm	10	32.00	320.00
15		box	CLIP, backfold, 32mm	55	35.00	1,925.00
16		piece	CORRECTION TAPE, 8 meters	50	16.00	800.00
17		piece	DATE STAMP, dating and stamping machine	12	550.00	6,600.00
18		box	ENVELOPE, Expanding, kraft, 100pcs/box	2	893.00	1,786.00
19		box	FASTENER, plastic, non-sharp edges, 50 sets per box	12	150.00	1,800.00
20		bundle	FOLDER, tagboard, white, legal, 100pcs/pack	13	495.00	6,435.00
21		piece	MARKER, Permanent, Black	5	8.00	40.00
22		piece	MARKER, Permanent, Blue	20	8.00	160.00
23		piece	MARKER, Whiteboard, Black	40	10.00	400.00
24		piece	MARKER, Whiteboard, Blue	30	10.00	300.00
25		box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	30	15.00	450.00
26		box	PENCIL, lead/graphite, with eraser, one (1) dozen per box	15	22.00	330.00

Item no.	Stock/Property	Unit	ITEM	Quantity	Unit Cost	Amount
27		bundle	RING BINDER, plastic, 12 mm, 10 pieces per bundle	10	301.00	3,010.00
28		box	RUBBER BAND, No. 16, 50g/box	50	146.00	7,300.00
29		box	INDEX TAB, self-adhesive, transparent, 5 sets per box	10	76.00	760.00
30		piece	STAMP PAD, felt	11	43.00	473.00
31		pair	SCISSORS, symmetrical or asymmetrical	1	36.00	36.00
32		pad	NOTE PAD, stick on, 2"x3", 100 sheets/pad	20	40.00	800.00
33		pad	NOTE PAD, stick on, 3"x4", 100 sheets/pad	20	60.00	1,200.00
34		pad	NOTE PAD, stick on, 3"x3", 100 sheets/pad	19	55.00	1,045.00
35		ream	PAPER, Multipurpose, legal, 500 sheets per ream, 80gsm	410	208.00	85,280.00
36		book	RECORD BOOK, 300 Pages	16	68.00	1,088.00
37		can	INSECTICIDE, Mosquito spray, 600ml XXXXXXXXXXXXXX	68	150.00	10,200.00
				TOTAL	155,860.00	

Total amount in words

One Hundred Fifty-five Thousand Eight Hundred Sixty 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:

Jovelyn B. Balang
Jovelyn B. Balang

Very Truly Yours,

Felife Salaing Comila
FELIFE SALAING COMILA
University President

Signature over Printed Name of Supplier

MAR 11 2024

Date

Fund Cluster:

ORS/BUFS No.: 0000000000

Funds Available:

Date of the ORS/BUFS: MAR 11 2024

Amount: 155,860.00

Imelda B. Galinato
IMELDA B. GALINATO

Accountant IV