



Republic of the Philippines

2501 La Trinidad, Benguet

PURCHASE ORDER

Supplier:	DILEX MART	P.O. No.	2024-03-BTI-R
Address:	341 MAGSAYSAY AVE., LOWER MAGSAYSAY, BAGUIO CITY	Date:	MAR 15 2024
TIN:		Mode of Procurement:	SHOPPING
		P.R. No.	2024-03-440

Gentlemen,

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

Place of Delivery:	BAKERY PROJECT	Delivery Term:	FOB Destination
Date of Delivery:	15 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		box	Ballpen, 0.55mm ballpoint, fine, black, B1A0.5	1	230.00	230.00	BAKERY
2		box	Ballpen, 0.55mm ballpoint, fine, blue, B1A0.5	1	230.00	230.00	
3		box	Binder clamp 3/4 for paper by 12 pcs	10	220.00	2,200.00	
4		box	Binder clamp 1" for paper by 12 pcs	10	270.00	2,700.00	
5		box	Binder clamp 2" for paper by 12 pcs	10	310.00	3,100.00	
6		rolls	Cash register tape, 80 x 70mm, thermal paper	10	95.00	950.00	
7		pieces	Correction tape, 8 meters	18	25.00	450.00	
8		set	Fastener plastic 50 sets assorted color: red, blue, yellow, white & green	1	75.00	75.00	
9		box	Marker permanent, black	2	330.00	660.00	
10		box	Marker permanent, blue	2	330.00	660.00	
11		cases	Packing tape clear 2"	2	4,000.00	8,000.00	
12		cases	Price label tape, 10 tubes with 15 rolls	5	2,390.00	11,950.00	
13		cases	Sealing tape plastic 12mm x 40m, different colors polybag sealer tape	10	3,250.00	32,500.00	
14		cases	Scotch tape clear 1" x 50m	10	2,300.00	23,000.00	
15		boxes	Staple wire #35	2	95.00	190.00	
16		reams	Bond paper A4 80GSM	10	200.00	2,000.00	
17		reams	Bond long 8.5 x 13.80GSM	10	225.00	2,250.00	
18		bundle	Folder with tab, A4 100pcs per bundle, color, white	1	450.00	450.00	
19		bundle	Folder with tab, long 100pcs per bundle, color, white	1	500.00	500.00	
20		pieces	Record book 300pp, blue	5	165.00	825.00	
21		reams	Sticker paper A4 glossy 100 sheets	20	320.00	6,400.00	
						Total	99,320.00

Total Amount in Words : Ninety Nine Thousand Three Hundred Twenty Pesos Only.

In case of failure to make the full payments within the specified above, a penalty of one tenth (1/10) of one percent for every day delay shall be imposed on the undelivered items.

Conforms:

Signature over Printed Name of Supplier

Date

Fund Cluster:
Funds Available:

Very truly yours,

University President

ORS/BURS No.:
Date of ORS/BURS:
Amount:

Chief Accountant