



Republic of the Philippines  
**BENQUELET STATE UNIVERSITY**  
 La Trinidad, Benguet



**PURCHASE ORDER**

<b>Supplier:</b> MAJRCK ENTERPRISE		<b>P.O No.:</b> 2025-02-GAA- 25
<b>Address:</b> #527 Bua, Tuding, Itogon, Benguet		<b>Date:</b> FEB 14 2025
<b>Tin:</b> 182-271-888-000		<b>Mode of Procurement:</b> SHOPPING
<b>Gentlemen:</b>		<b>PR No.:</b> 2025-01-55 (RFQ-28)
Please furnish this Office the following articles subject to the terms and conditions contained herein		
<b>Place of Delivery</b>		<b>FOB DESTINATION</b>
<b>BSU-Supply &amp; Property Management Office (SPM) Delivery Term:</b>		
<b>Date of Delivery:</b>		<b>Payment Term:</b> Within 30 Calendar days After Complete Delivery
<b>Item no.</b>	<b>Stock/Inventory No.</b>	<b>Unit</b>
<b>Description</b>		
<b>Quantity</b>	<b>Unit Cost</b>	<b>Amount</b>
<b>End-use</b>		
<b>1 Lot Supply and Delivery of Various Office Supplies &amp; Paper Materials</b>		
1		pc
Arch File Folder, Size Legal, Vertical, side clip, Color: Black		
35	230.00	8,060.00
2		pc
Arch File Folder 3", Size: A4 (2 Ring Binder, Side Clip), Color Black		
20	120.00	2,400.00
3		pc
Arch File Folder 3", Size Legal (2 Ring Binder, Side Clip), Color Black		
20	120.00	2,400.00
4		box
Ballpen, 0.3mm Ballpoint, Fine (Black), 12. cs/box		
24	160.00	3,840.00
5		box
Ballpen, 0.5mm Ballpoint, Fine (Black), 12pcs/box		
373	150.00	55,950.00
6		box
Ballpen, 0.5mm Ballpoint, Fine (Blue), 12pcs/box		
167	148.00	24,716.00
7		box
Ballpen, 0.5mm Ballpoint, Fine (Red), 12pcs/box		
88	148.00	13,024.00
8		box
Ballpen, 0.7mm Ballpoint, Fine (Black), 12pcs/box		
10	180.00	1,800.00
9		pair
Battery, Rechargeable, AA		
2	180.00	360.00
10		pair
Battery, Rechargeable, AAA		
2	185.00	370.00
11		pc
Battery Charger, 4 slot, compatible with AA & AAA		
1	780.00	780.00
12		pack
Battery, dry cell, AA, 1.5 volts, alkaline, 2pcs/pack		
51	53.00	2,703.00
13		pack
Battery, dry cell, AAA, 1.5 volts, alkaline, 2pcs/pack		
50	55.00	2,750.00

CHET-15; OP-3; CHET-ADS-5; ROA 12  
 MEDICAL-20  
 MEDICAL-20  
 CNAS-11; CCARD-2; NPRCRTC-11  
 CA-27; CSS-1; CHET-1; CPAG-1; CF-2; CCA-6; CTE-6; CNAS-13; OVPAA-6; CIS-20; OSS-13; OVPRE-6; CCARD-2; CRAC-3; GIS-6; IHFSA-12; CSAC-25; HERRC-13; IPRO-3; NPRCRTC-13; OES-132; REPO-5; IAS-1; OP-3; CSRWD-13; MEDICAL-1; CTE-ADS-2; CA-ADS-1; CSS-ADS-2; CAH-ADS-4; HRMO-15; PMO-3; ROA-3; HRMO-2; UPAO-2; SSO-5

CA-25; CSS-1; CPAG-1; CF-2; CCA-6; CTE-6; CIS-20; OSS-13; OVPRE-6; CSAC-25; GIS-6; HERRC-6; IPRO-3; REPO-2; OP-3; CSRWD-13; CSS-ADS-2; CA-ADS-1; HRDO-15; PMO-3; UPAO-2; SSO-5  
 CA-26; CSS-1; CPAG-1; CF-2; CCA-5; CIS-10; OSS-13; OVPRE-6; HERRC-7; IPRO-1; REPO-1; CSRWD-13; MEDICAL-1; CA-ADS-1

CNAS-10  
 IHFSA-2  
 IHFSA-2  
 IHFSA-1  
 CTE-50; SSO-1  
 CTE-50

A-6AA-25

Item no.	Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount	End-user
14		pc	Certificate Holder Size Short, color green, with 2 hangers for portrait and landscape orientations	130	48.00	5,240.00	CA-50 ; CIS-80
15		pc	Certificate Holder Size A4, color green, with 2 hangers for portrait and landscape orientations	1084	49.00	53,116.00	CA-160 ; OSS-30 ; CF-59 ; CTE-49 ; CNAS-19 ; CIS-80 ; OVPRE-150 ; HERRC-7 ; OES-38 ; ISRD-14 ; ORS-49 ; IHFSA-80 ; CSRWD-325 ; CTE-ADS-14 ; HRMO-9
16		pc	Certificate Holder Size Long, color green, with 2 hangers for portrait and landscape orientations	113	56.00	6,328.00	CA-83 ; OSS-30
17		box	Clip, Backfold, 15mm, 12pcs/box	8	12.00	96.00	HERRC-8
18		box	Clip, Backfold, 41mm, 12pcs/box	15	33.00	495.00	HERRC-15
19		pc	Correction Tape, disposable, length: 8m min.	22	26.00	572.00	CPAG-ADS-12 ; SSO-10
20		pc	Cork Board 18 x 24 inches	2	550.00	1,100.00	COARDC-2
21		pc	Cork Board with Frame, 36 x 48"	1	2,700.00	2,700.00	FSRIC-1
22		pc	Cork Board 1200 x 900mm	1	500.00	500.00	CSS-1
23		pc	CUTTER/UTILITY KNIFE, for general purpose, with anti-slip grip plastic molded body, built-in blade snapper, steel blade track & safety screw locking; Blade measurement: 100mm, Width: 16mm, Thickness: 0.40mm at least	4	44.00	176.00	OES-2 ; ORS-2
24		pc	Correction Tape, disposable, length: 8m min.	65	25.00	1,625.00	CTE-65
25		pc	Data Folder, made of chipboard, tapella lock, portrait	25	200.00	5,000.00	ACCTG-25
26		pc	Desk Organizer, 3 layer, Metal, Metal Mesh	3	850.00	2,550.00	SPMO-3
27		unit	Desk organizer, 7 in 1, school supplies storage holder, Color Black, Metal Mesh	16	350.00	5,600.00	ACCTG-16
28		pc	Document Tray File Organizer 4-Tier, color Black ; Material: Metal ; Overall Size: 30cm x 35cm x 30cm	36	390.00	14,040.00	CIS-3 ; CTE-6 ; COARDC-2, CTE-ADS-2 ; CPAG-ADS-11, BUDGET-11 ; PMO-1
29		roll	Double Sided Tape, with foam, 1", min. 5meters/roll	85	90.00	7,650.00	CA-5 ; CF-16 ; CCA-5 ; CNS-5 ; CTE-11 ; CIS-11 ; CSS-1 ; OVPRE-5 ; HERRC-3 ; IHFSA-2 ; OES-5 ; LEGAL-3 ; CTE-ADS-5 ; BUDGET-2 ; CBOO-5 ; PMU-1
30		roll	Double Sided Tape, without foam, 1", min. 10meters/roll	240	28.00	6,720.00	CA-11 ; CF-16 ; CCA-6 ; CNS-22 ; CNAS-27 ; OVPAA-5, CAH-19 ; OVPRE-16 ; CSAC-13 ; GIS-6 ; IHFSA-5 ; IPRO-5 ; OES-5 ; IAS-7 ; LEGAL-3 ; CTE-ADS-5 ; CA-ADS-11, CPAG-ADS-15 ; BUDGET-10 ; PMO-1 ; CBOO-8 ; HRMO-5 ; UPAO-3 ; SSO-14 ; PMU-2
31		roll	Duct Tape, 2", 11 yards/roll, Color: Black	57	80.00	4,560.00	ISRD-2 ; OES-25 ; CTE-30
32		roll	Duct Tape, 2", 11 yards/roll, Color: Green	10	98.00	980.00	OSS-10
33		roll	Duct Tape 2", 11yards/roll, Color Yellow	4	96.00	380.00	CBOO-4
34		roll	Duct Tape, waterproof, 3", 25meters/roll min	2	350.00	700.00	PMO-2
35		roll	Duct Tape, 48mm x 11 yards, Color Black	10	100.00	1,000.00	CHET-10
36		roll	Duct Tape, 48mm x 11 yards, Color Pink/white/maroon	10	100.00	1,000.00	CHET-10

PO - GAA - 25

Item no.	Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount	End-user
37		box	Fastener, Plastic, 70mm, between prongs 50pcs/box	28	48.00	1,344.00	CTE-5; IPRO-3; HRMO-10; SSO-2; CASHIER-8
38		box	Fastener, Plastic, extra long, 8.5 inches, 50sets/box	6	200.00	1,200.00	CBOO-6
39		pc	File Case, Size Legal, Clear/Transparent (Portable Project Case File)	20	190.00	3,800.00	OSS-20
40		box	Folder, Pressboard with insertable metal tab, Size: 240mm x 370mm (-5mm), 100pcs/box	6	1,450.00	8,700.00	HRMO-6
41		pc	Gun Tacker, Quick Jam Release, Adjustable Driving Force, Made of all steel construction	1	350.00	350.00	CSAC-1
42		pc	Highlighter, Color: Yellow	2	20.00	40.00	OP-2
43		pc	Highlighter, Color: Pink	2	20.00	40.00	OP-2
44		pc	Highlighter, Color: Orange	2	20.00	40.00	OP-2
45		pc	Highlighter, Color Blue	1	40.00	40.00	SSO-1
46		pc	Ink Refill, Whiteboard Marker, Color Black, 30ml	20	150.00	3,000.00	CNAS-20
47		bottle	Ink, for stamp pad, Color: Purple	1	28.00	28.00	SSO-1
48		pack	Laminating Film, Size A4, 125 microns thickness, 100sheets/pack	5	500.00	2,500.00	CNAS-4; CCARD-1
49		roll	Laminating Film, Size: 9", 127 microns (5mil) 50meters/roll	2	2,350.00	4,700.00	CN-2
50		pack	Laminating Film, Size Long, 125 micron thickness, 100sheets/pack	1	635.00	635.00	HRMO-1
51		pack	Laminating Film, Size: Long, 250 microns thickness, 100pcs/pack	1	1,630.00	1,630.00	OUBS-1
52		pc	Lever Arch file, made of chipboard, taglia lock, Size Legal, Vertical, Color: Blue	20	230.00	4,600.00	IAS-20
53		pc	Lever Arch File Binder Top Mechanism (2-D ring=7cm) ,(Height:14" x Length-11" x Width-3")	5	295.00	1,475.00	ADFIN-5
54		unit	Laminating Machine, Thermal, 250 microns maximum laminating film thickness, up to A3 size, 4 heat resisting silicone rollers, steel case, hot and cold laminating, atleast 13" laminating length	1	4,100.00	4,100.00	CCARD-1
55		set	Looseleaf Cover / Looseleaf Folder, Size Long	1	2,880.00	2,880.00	CBOO-1
56		pc	Magazine File Box, Size Large, Color Green	25	150.00	3,750.00	CHET-20, CHET-ADS-5
57		pack	Marker, Permanent, Black, Broad, 12pcs/pack	1	650.00	650.00	CBOO-1
58		box	Marker, Permanent Twin marker, 1.0mm & 0.4mm tip, Color Black, 12pcs/box	1	341.00	341.00	SSO-1
59		pc	Marker, Permanent, chisel tip, Black	3	90.00	270.00	CCA-3
60		pc	Marker, Permanent, chisel tip, Blue	3	90.00	270.00	CCA-3
61		pc	Marker, Permanent, chisel tip, Red	3	90.00	270.00	CCA-3
62		pc	Mouse Pad with Gel Wrist Support	6	200.00	1,200.00	CBOO-6
63		pc	Mouse Pad, Desk type with Foam wrist rest	16	280.00	4,480.00	ACCTG-16
64		unit	Multi-Layer Storage for Papers and Documents : 5 Drawers ; with hole each drawer for wasy grip and crying, Size: 14 1/4" x 10 7/8" x 10 7/8" (L x H x W)	11	850.00	9,350.00	CTE-5; ISRD-1; LEGAL-5
65		unit	Paper Cutter (Sliding, Heavy duty, Size: A3; Metal base	1	3,000.00	3,000.00	CCARD-1
66		unit	Pencil Sharpener, double thickness steel body, auto feed & auto stop feature, detachable blade, desk clamp mount	1	650.00	650.00	CHET-1



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Item no.	Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount	End-user
67		box	Pressboard Expanded Folder, Size: 240mm x 370mm (-5mm), 100 pcs/box	1	1,230.00	1,230.00	PRO-1
68		unit	Puncher, 2-hole, self-centering double gauge, metal chap tray	2	1,260.00	2,560.00	CBOO-2
69		box/case	Push Pin, flat head type, 50's	126	28.00	3,528.00	CSS-2 ; CTE-60 ; OSS-40 ; CHET-13 ; COARDC-3 ; CRAC-2 ; OES-2 ; CTE-ADS-5 ; CPAG-ADS-2 ; CHET-ADS-6 ; SSO-1
70		pack	PVC Binding Cover, Size A4, Clear, 200micron, 100pcs/pack	4	360.00	1,520.00	CBOO-2 ; ROA-2
71		ream	PVC Binding Cover, 300 microns, Size Long, Acetate 100sheets/ream	2	1,150.00	2,300.00	CA-2
72		pack	PVC Binding Cover, Clear, 200micron, Size Long, 100pcs/pack	46	360.00	17,460.00	CSS-1 ; OUR-2 ; CHET-10 ; CNAS-10 ; CRAC-1 ; ISRD-1 ; HORTI-10 ; OUBS-1 ; CBOO-6 ; PMO-1 ; ROA-3
73		pc	Record Book, 300 pages, Size: 216mm x 279mm	49	96.00	4,668.00	GSO-21 ; SSO-28
74		pc	Record Book, 500 pages, size: 214mm x 278mm min	10	124.00	1,240.00	SSO-10
75		roll	Ribbon, satin, 1 inch, 50 yards/roll, Color Black	5	560.00	2,900.00	CBOO-5
76		bundle	Ring Binder, Plastic, 1/4" (6mm), 84 rings, color black, 10pcs/bundle	5	123.00	615.00	BUDGET-5
77		bundle	Ring Binder, Plastic, 5/16" (8mm), 84 rings, color black, 10pcs/bundle	1	310.00	310.00	SPMO-1
78		bundle	Ring Binder, Plastic, 3/8" (10mm), 84 rings, color black, 10pcs/bundle	5	144.00	720.00	BUDGET-5
79		bundle	Ring Binder, Plastic, 1/2" (12mm), 84 rings, Color Black, 10pcs/bundle	7	194.00	1,358.00	OUBS-1 ; BUDGET-5 ; SPMO-1
80		bundle	Ring Binder, Plastic, 3/4" (20mm), 84 rings, Color Black, 10pcs/bundle	1	300.00	300.00	OUBS-1
81		bundle	Ring Binder, Plastic, 1" (25mm), 84 rings, Color black, 10pcs/bundle	7	353.00	2,471.00	CSS-1 ; OUBS-1 ; BUDGET-5
82		bundle	Ring Binder, Plastic, 1-1/4" (32mm), 84 rings, Color Black, 10pcs/bundle	1	490.00	490.00	OUBS-1
83		bundle	Ring Binder, Plastic, 1-1/2" (38mm), 84 rings, color black, 10pcs/bundle	6	540.00	3,240.00	CSS-1 ; BUDGET-5
84		bundle	Ring Binder, Plastic, 1-3/4" (45mm), 84 rings, Color Black, 10pcs/bundle	6	610.00	3,660.00	OUBS-1 ; BUDGET-5
85		bundle	Ring Binder, Plastic, 2" (51mm), 84 rings, Color Black, 10pcs/bundle	6	700.00	4,200.00	OUBS-1 ; BUDGET-5
86		bundle	Ring Binder, Plastic, 2-1/2" (64mm), 84 rings, Color Black, 10pcs/bundle	1	900.00	900.00	OUBS-1
87		bundle	Ring Binder, Plastic, 2-3/4" (70mm), 84 rings, Color Black, 10pcs/bundle	1	1,050.00	1,050.00	OUBS-1
88		bundle	Ring Binder, Plastic, 3" (76mm), 84 rings, Color Black, 10pcs/bundle	1	1,300.00	1,300.00	OUBS-1
89		pc	Ring Binder Plastic, 12.7mm x 1.12mm (1/2" x 44')	10	35.00	350.00	ORS-10
90		pc	Ring Binder Plastic, 19mm x 1.12mm (3/4" x 44')	10	40.00	400.00	ORS-10
91		box	Rubber band No. 16, small, 350g	6	50.00	300.00	CCARD-6
92		box	Rubber Band, 50 grams, dimension: 6 x 7 x 7cm	23	25.00	575.00	CASHIER-23
93		pair	Scissor with hard grip, 6.5"	14	60.00	840.00	OVPRE-12 ; SSO-2
94		pair	Scissor Stainless Steel, 8", heavy duty	2	200.00	400.00	OUBS
95		pc	Signing Pen, pigment ink, water based, water resistant, acid free, Color Black, 1.0mm	50	75.00	3,750.00	OUR
96		pc	Sign Pen, V10 Grip Hi-Techpoint Rollerball Pen Liquid Ink, Broad Tip, Color: Black Ink	10	78.00	780.00	GIS

NO-GAA-25

Item no.	Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount	End-user
107		box	Sign pen, extra fine tip 0.3mm Gel pen, Fine (Blue), 12pcs/box	15	285.00	4,275.00	BUDGET-15
108		box	Sign pen, extra fine tip 0.5mm Gel pen, Fine (Blue), 12pcs/box	15	285.00	4,275.00	BUDGET-15
109		box	Sign Pen, Violet, liquid/gel ink, 0.5mm, needle tip, 12pcs/box	15	290.00	4,350.00	ACCTG-15
100		pc	Sign Pen, Fine Tip, Color Black, 0.5mm	8	44.00	352.00	SSO-8
101		pc	Sign Pen, Fine Tip, Color Blue, 0.5mm	8	44.00	352.00	SSO-8
102		pc	Sign Pen, Color Black, Liquid Gel, Ball-point 0.7mm; Retractable	20	60.00	1,200.00	ADFIN-20
103		pc	Sign Pen, Color Blue, Liquid Gel, Ball-point 0.7mm; Retractable	10	89.00	890.00	ADFIN-10
104		pc	Stainless steel ruler, 12"	2	90.00	180.00	PU-2
105		pc	Stainless steel ruler, 24"	2	185.00	370.00	PU-2
106		pc	Spiral coil compatible to 3:1 and 2:1 pitch, can be used up to long size documents; Size: 10mm - 60 pages	15	18.00	270.00	OQAA-15
107		pc	Spiral coil compatible to 3:1 and 2:1 pitch, can be used up to long size documents; Size: 14mm - 100 pages	15	17.00	255.00	OQAA-15
108		pc	Spiral coil compatible to 3:1 and 2:1 pitch, can be used up to long size documents; Size: 18mm - 140 pages	15	21.00	315.00	OQAA-15
109		pc	Stapler No. 35 with remover	1	150.00	150.00	SSO-1
110		box	Stapler Wire, heavy duty (binder type), 23/20	1	215.00	215.00	IHFSA-1
111		box	Stapler Wire, heavy duty (binder type), crown width: 12mm, leg length: 15mm	5	70.00	350.00	CBOO-5
112		pc	Stapler Remover, plier type	2	60.00	120.00	OES-2
113		pc	Table Name Plate (tabletop), acrylic, 2 sided, W-3.5", H-4", L-11"	20	220.00	4,400.00	OVPRE-20
114		pc	Table Name Plate Holder, Acrylic, Triangular Clear, 12" x 4" x 4" Thickness: 1.5mm	12	250.00	3,000.00	OUBS
115		roll	Tape Binding (30mm), 25meters/roll min.	1	50.00	50.00	IHFSA-1
116		roll	Tape Binding (50mm), 25meters/roll min.	3	75.00	225.00	IHFSA-3
117		roll	Tape Binding (60mm), 25meters/roll min.	2	100.00	200.00	IHFSA-1
118		roll	Tape, Transparent, width: 24mm, 50 meters/roll	23	27.00	621.00	OES-10, LEGAL-10, SSO-3
119		roll	Tape, Transparent, width: 48mm, 50 meters/roll	3	29.00	87.00	SSO-3
120		pack	TOILET INTERFOLDED PAPER TOWEL, Width of Sheet: 200mm, Length of Sheet: 200mm, Basis Weight: 32-35gsm, Raw materials from 100% recycled fiber, At least Elemental Chlorine Free(ECF), Total number of sheets per pack: at least 150 pulls, interfolded, Number of ply: One (1) ply, high quality	10	33.00	330.00	SSO-10
121		pack	TOILET TISSUE PAPER, 2ply sheets, Weight (min): 28gsm, Width of sheet: 100mm, Leng of Sheet: 114mm, 150 pull per roll (300 sheets) (min.), Paper shall be at least Elemental Chlorine Free (ECF), 12 rolls in a pack	10	99.00	990.00	SSO-10
122		unit	White Board, 48" x 72" with frame, Magnetic, Wall type	2	5,800.00	11,600.00	CTE-2
123		unit	White Board with frame, Magnetic, 36" x 36"	4	5,800.00	23,200.00	CNAS-4
124		unit	White board, with aluminum frame, (365m)	1	2,500.00	2,500.00	HORTI-1



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Item no.	Stock/Inventory No.	Unit	Description	Quantity	Unit Cost	Amount	End-user
125		ream	Bond Paper, Short, 8"x11", 80gsm, 500 sheets/ream	182	210.00	38,220.00	CA-22; CF-5; CNS-89; ORS-22; REPO-10; LEGAL-5; CPAG-ADS-4; CTE-ADS-5; ACCTG-4; SSO-16
126		ream	Bond Paper, A4, 80gsm, 8.3" x 11.7" (210mm x 297mm), 500 sheets/ream	241	225.00	54,225.00	CAH-5; CCA-12; CSS-9; GIS-22; IPRO-71; LEGAL-11; CTE-ADS-5; CSS-ADS-8; HRMO-44; SSO-16; PMO-20; SSO-18
127		ream	Bond Paper, Long, 80 gsm, 8.5" x 13" (216mm x 330mm), 500 sheets/ream	250	240.00	60,000.00	CAH-5; CCA-12; CSS-15; GIS-22; ORS-22; IPRO-10; LEGAL-11; CTE-ADS-; CSS-ADS-9; CPAG-ADS-10; HRMO-110; PMO-19
128		ream	Bond Paper, Legal, 80gsm, 8.5" x 14" (215.9mm x 355.6mm), 500 sheets/ream	59	325.00	19,175.00	OUR-50; LEGAL-9
129		ream	Bond Paper, A3, 80gsm, 11.7" x 16.5" (297mm x 420mm), 500 sheets/ream	99	430.00	42,570.00	CE-24; CF-1; CTE-11, OVPAA-2; CAH-6; CSS-1, CSS-41; OSS-2; CRAC-1, HERRC-3; REPO-2; CBOO-5
130		pack	Certificate Paper Laid Specialty Paper (A4), White, 10pcs/ pack	10	45.00	450.00	OQAA-10
131		pack	Certificate Paper, Size A4, 220gsm, 10 sheets/ pack, Cream/White	20	35.00	700.00	CF-20
132		pack	Certificate Paper, Size Long, 220gsm, 10 sheets/ pack, Cream/White	20	35.00	700.00	CF-20
133		pack	Colored Assorted Paper, Size Long, 250's	7	220.00	1,540.00	CSS-1; CNAS-5; CTE-ADS-1
134		pack	Construction Paper, Size Legal, assorted color, (9x12), 20pcs/ pack	2	50.00	100.00	CSS-2
135		pack	Construction Paper, Size Legal, cream color, (9x12), 20pcs/ pack	1	50.00	50.00	CSS-1
136		box	Paper, Parchment, multi-purpose, fine translucent, 80gsm, color ivory, suitable for laser/inkjet printing, 100 sheets per box	1	500.00	500.00	IPRO-1
137		pack	Photo Paper, Size Legal, Glossy, 20pcs/ pack	76	105.00	7,980.00	CIS-3; CSS-1; CTE-55, IHFSA-3; CTE-ADS-5; CBOO-8
138		pack	Specialty Paper, Size Letter, 80gsm, Color: White, 10pcs/ pack	10	98.00	980.00	REPO-10
139		pack	Specialty Paper, Size Short, 90gsm, Pale Cream, 10pcs/ pack	63	27.00	1,701.00	CSS-2; CHET-5; OVPRE-25; ORS-20; CTE-ADS-5; GSO-6
140		pack	Specialty Paper, Size Short, 200gsm, Color: White 100pcs/ pack	5	500.00	2,500.00	OSS-3; FSRIC-2
141		pack	Specialty Paper, Size Short, 200gsm, Pale Cream, 10pcs/ pack	13	40.00	520.00	CA-10; CIS-3
142		pack	Specialty Paper, Size Letter, 220gsm, Color: White 10pcs/ pack	5	98.00	490.00	REPO-5
143		pack	Specialty Paper, Size A4, 80gsm, Color: White 10pcs/ pack	25	40.00	1,000.00	CAH-25
144		pack	Specialty Paper, Size A4, 80gsm, Color: White 10pcs/ pack	5	25.00	125.00	CPAG-5
145		ream	Specialty Paper, Size A4, 90gsm, Color: White 500pcs/ream	1	500.00	500.00	CA-1
146		pack	Specialty Paper, Size A4, 200gsm, Color: White, 10pcs/ pack	25	40.00	1,000.00	HRDO-25
147		pack	Specialty Paper, Size A4, 200gsm, Color: White 100pcs/ pack	3	630.00	1,890.00	OSS-3
148		ream	Specialty Paper, Size A4, 200gsm, Pale Cream, 500pcs/ream	52	1,400.00	72,800.00	CA-3; CCA-12; CTE-11, CHET-1; CNAS-11; OVPRE-3; CRAC-1; ISRD-1; IPRO-1; OES-3; CSRWD-5
149		pack	Specialty Paper, Size A4, 220gsm, Color: White 10pcs/ pack	90	56.00	4,950.00	REPO-9; GAD-81

PO-649-25

Item no.	Stock/Inventory No.	Unit	Description	Quantity	Unit Cost	Amount	End-user
150		pack	Specialty Paper, Size Long, 80gsm, Color: White 10pcs/pack	50	57.00	2,850.00	CAH-35 ; CSAC-15
151		pack	Specialty Paper, Size Legal, 90gsm, Pale Cream, 10pcs/pack	106	40.00	4,240.00	CSS-1 ; CPAG-5 ; CTE-55 ; CHET-12 ; OVPRE-17 ; IPRO-11 ; CTE-ADS-5
152		pack	Specialty Paper, Size Legal, 200gsm, Color: White 10pcs/pack	197	44.00	8,668.00	CTE-50 ; OES-100 ; ORS-20 ; CTE-ADS-5 ; HRDO-5
153		pack	Specialty Paper, Size Long, 200gsm, Pale Cream, 10pcs/pack	5	75.00	375.00	CSRWD-5
154		pack	Specialty Paper, Size Legal, 200gsm, Pale Cream, 100pcs/pack	1	650.00	650.00	CB00-1
155		ream	Specialty Paper, Size Legal, 200gsm, Pale Cream, 500pcs/ream	3	1,600.00	4,800.00	CA-2 ; ISRD-1
156		pack	Specialty Paper, Size Long, 220gsm, Color: White 10pcs/pack	17	55.00	935.00	REPO-9 ; IPRO-8
157		pack	Sticker Paper, Size A4, all weather, strong adhesive, White, 10pcs/pack	30	190.00	5,700.00	SPMO-30
158		pack	Sticker Paper, Size A4, Matte, White, 10pcs/pack	84	60.00	5,040.00	CA-15 ; CNAS-30 ; CIS-4 ; CHET-5 ; OVPRE-11 ; CCARD-4 ; COADC-6 ; OES-5 ; CTE-ADS-4
159		pack	Sticker Paper, Size A4, Matte, White, 100pcs/pack	1	300.00	300.00	BUDGET-1
160		pack	Sticker Paper, Size A4, Glossy, White, 20pcs/pack	10	70.00	700.00	CRAC-10
161		pack	Sticker Paper, Size Legal, Matte, White, 10pcs/pack	51	75.00	3,825.00	CA-5 ; CNAS-20 ; OSS-7 ; CHET-5 ; OES-5 ; CCARD-4 ; CTE-ADS-5
162		pack	Sticker Paper, Size Legal, Glossy, White, 20pcs/pack	2	210.00	420.00	INFSA-2
163		pad	Sticky note 3"x5", Color: yellow/light Green/light blue or light pink, with writing lines; landscape orientation, 100 sheets/pad	5	65.00	325.00	OUBS-5
164		pack	Sticky note 12.7mm x 44.4mm, 5 pads per pack, color: pink/orange/yellow/light green, light blue, 100sheet/pad	6	60.00	360.00	OUBS-6

-----Nothing Follows-----

**TOTAL 792,002.00**

(Total Amount in Words) Seven Hundred Ninety-Two Thousand and Two 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:

  
 MELINDA B. GALINATO  
 Admin. Assistant

Signature over Printed Name of Supplier

02-19-2025

Date

Very Truly Yours:

  
 KENNETH ALIP LARUAN  
 University President

Fund Cluster:

Funds Available:

ORS/BURS No.: 2025-02-306  
 Date of the ORS/BURS: FEB 18 2025

Amount: 792,002

**IMELDA B. GALINATO**  
 Accountant IV