



Republic of the Philippines
BENGUET STATE UNIVERSITY
La Trinidad, Benguet

PURCHASE ORDER

Supplier:	THE STABLE EDUCATIONAL SUPPLY	P.O No.:	2025-09-161-363
Address:	Bonifacio St., Baguio City	Date:	9/10
Tin:		Mode of Procurement:	SVP
		PR No.:	2025-06-978

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 <i>NTP 24</i>	Payment Term:	30 days after complete delivery

Item no	Stock/Property No	Unit	ITEM	Quantity	Unit Cost	Amount
1		box	Ballpen, 0.5mm ballpoint, fine (black), 12 pcs/box	10	60.00	600.00
2		piece	glue stick, 35g (not for glue gun)	100	24.50	2,450.00
3		piece	Permanent marker, black, broad tip	150	13.00	1,950.00
4		roll	tape, transparent, 48mm x 2M	50	24.00	1,200.00
5		ream	Bond paper, legal, 80 gsm, 8.5"x14" 500 sheets/ream	150	223.83	33,574.50
6		ream	Bond paper, long, 80 gsm, 8.5"x13" 500 sheets/ream	150	208.15	31,222.50
7		pack	colored paper, 80 gsm, 8.5"x13", light/pastel color, 500 sheets/pack	80	259.00	20,720.00
8		piece	Self inking stamp	8	500.00	4,000.00
9		unit	Puncher, heavy duty, 2 holes	5	165.00	825.00
			XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			

TOTAL 96,542.00

(Total Amount in Words) **Ninety Six Thousand Five Hundred Forty Two Pesos 0/100.**

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:

KENNETH A. LARUAN
President

THE STABLE EDUCATIONAL SUPPLY
12 LOWER BONIFACIO ST., BAGUIO CITY
TEL NO (074) 4449666, GLOBE 0917577222
e-mail: *march_weldon@yahoo.com.ph*
TIN B15-251-234
MARCH WELDON O. MA - PROPRIETOR
September 16, 2025

Fund Cluster:	ORS/BURS No.: <i>2025-09-161</i>
Funds Available:	Date of the ORS/BURS: <i>SEP 11 2025</i>
IMELDA B. GALINATO Accountant IV	Amount: <i>96,542.00</i>