



Republic of the Philippines
BENGUET STATE UNIVERSITY
La Trinidad, Benguet

PURCHASE ORDER



Supplier:		LAMBERT TRADING (Lorraine Agustin Malubag)		P.O. No.:	2025-09-IGI- 370		
				Date:	9/11		
Address:		Marcos Talavera, Nueva Ecija		Mode of Procurement:	Small Value Procurement		
Tin:		220-834-592-000		PR No.:	2025-03-403,428,456,496 ; 2025-04-530, 543, 625,631,640,650,671,700,706,708 ; 2025-06-913,934,960 ; 2025-08-1218 (RFQ-1170)		
Gentlemen:		Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery:		BSU-SPMO		Delivery Term:	FOB DESTINATION		
Date of Delivery:		Within 30 days upon receipt of Notice to Proceed (NTP)		Payment Term:	Within 30 Calendar days After Complete Delivery		
Item no.	Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount	End-user
1 LOT SUPPLY & DELIVERY OF VARIOUS OFFICE SUPPLIES							
1		gallon	ALCOHOL, Ethyl, 1 Gallon, Evercare	72	392.00	28,224.00	DENTAL-2, NSTP-8, CTE-ECDC-14, OSS-10, ULIS-30, CN-5, OU-3
2		piece	CLEARBOOK, Size: Legal, 20 transparent pocket, Color: Black, Generic	32	36.00	1,152.00	DENTAL-4, NSTP-5, ILC-5, CTE-ECDC-15, CSS-3
3		piece	SIGN PEN, Fine tip, Black, Type: Liquid or Gel, Tip: 0.5mm, needle type, Dong-A Mygel	308	21.00	6,468.00	OVPAA-144, OU-100, DENTAL-12, NSTP-12, CTE-ECDC-40
4		piece	SIGN PEN, Medium Tip, Black, Type: Liquid or Gel, Tip: 0.7mm, needle type, Dong-A Mygel	274	21.00	5,754.00	OVPAA-108, ILC-5, CTE-ECDC-40, OVPAA-GS-96, ULIS-25
5		piece	SIGN PEN, Fine tip, Blue, Type: Liquid or Gel, Tip: 0.5mm, needle type, Dong-A Mygel	160	21.00	3,360.00	OVPAA-108, OU-40, DENTAL-12
6		piece	SIGN PEN, Medium Tip, Blue, Type: Liquid or Gel, Tip: 0.7mm, needle type, Dong-A Mygel	274	21.00	5,754.00	OVPAA-108, OU-40, ILC-5, OVPAA-GS-96, ULIS-25
7		piece	SIGN PEN, Extra Fine Tip, Red, Type: Liquid or Gel, Tip: 0.3mm, needle type, Dong-A Mygel	10	27.00	270.00	OVPAA-10
8		piece	SIGN PEN, Fine Tip, Red, Type: Liquid or Gel, Tip: 0.5mm, needle type, Dong-A Mygel	184	21.00	3,864.00	OVPAA-144, CTE-ECDC-40
9		piece	SIGN PEN, Medium Tip, Red, Type: Liquid or Gel, Tip: 0.7mm, needle type, Dong-A Mygel	35	21.00	735.00	OVPAA-GS-10, ULIS-25
10		pack	WRAPPING PAPER, Kraft, Weight: 65gsm, Size: Width: 914.4mm (36") , Leng: 1,219.4mm (48"), 50 sheet per pack, Generic	1	177.00	177.00	NSTP-1
11		pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack, Eveready	228	39.00	8,892.00	OU-18, MEDICAL-22, GLADIOLA-22, NSTP-2, CTE-90, ILC-9, CTE-ECDC-18, OVPAA-GS-27, CSS-3, ULIS-13, CCARD-4
12		pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack, Eveready	164	58.00	9,512.00	OU-13, MEDICAL-16, GLADIOLA-16, DENTAL-1, NSTP-3, CTE-67, ILC-6, CTE-ECDC-13, OVPAA-GS-18, ULIS-10, CCARD-3
13		bottle	INK, for stamp pad, color Purple or Violet 50 ml. (bottle), HBW 60ml	18	22.00	352.00	DENTAL-1, CTE-ECDC-12, CSS-3
14		piece	FLASH DRIVE, 16 GB capacity, USB 3.0, 1 piece in individual blister pack, Sandisk	143	168.00	24,024.00	OVPAA-24, OU-5, COM-2, ILC-2, OVPAA-GS-10, CN-100
15		jar/bottle	GLUE, all purpose, gross weight: 240 grams (min), Elmers	64	120.00	7,680.00	OVPAA-27, DENTAL-1, NSTP-3, OVPAA-GS-5, ULIS-26

Item no.	Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount	End-user
16		box	STAPLE WIRE, heavy duty (binder type), 23/13 HBW	160	40.00	6,400.00	OVPAA-120, OU-5, CTE-ECDC-20, OSS-10, OVPAA-GS-5
17		roll	TAPE, Electrical, 18mm (min.), color Black, made of Polyvinyl Chloride (PVC), 16meters/roll (min), Armak	12	42.00	504.00	OU-2, GLADIOLA-2, NSTP-1, CTE-ECDC-5, CSS-2
18		roll	TAPE, transparent, 24mm, Base Material: Biaxially-oriented Polypropylene, Adhesion Strength: 6N/24mm (min), Breaking Strength: 14N/24mm (min), 50meters/roll, Croco	235	17.00	3,995.00	OVPAA-36, OU-5, GLADIOLA-1, DENTAL-1, NSTP-10, COM-2, CTE-ECDC-100, OSS-15, OVPAA-GS-25, ULIS-40
19		roll	TAPE, transparent, 48 mm, Base Material: Biaxially-oriented Polypropylene, Adhesion Strength: 6N/24mm (min), Breaking Strength: 14N/24mm (min), 50meters/roll, Croco	4	28.00	112.00	OU-4
20		piece	RULER, flexible, plastic, 450 mm(18") width, 38mm min, Joy	13	33.00	429.00	OVPAA-12, COM-1
21		box	CLIP, BACKFOLD, all metal, clamping, 50mm, 12pcs/box, MGK	94	66.00	6,204.00	OVPAA-48, OU-20, DENTAL-1, OVPAA-GS-25
22		piece	CORRECTION TAPE, disposable, length: 8m min, Joy	206	20.00	4,120.00	OVPAA-85, OU-23, DENTAL-4, NSTP-5, COM-14, CTE-ECDC-35, OSS-5, OVPAA-GS-35
23		piece	DATING AND STAMPING MACHINE, Frame: Steel and plastic or Sturdy all plastic frame, Four band date and 12 year band, With self-inking stamp with removable & refillable ink pad, single color, Shiny	22	475.00	10,450.00	DENTAL-2, ILC-1, OSS-10, CSS-1, ULIS-7, NSTP-1
24		piece	Envelope, Expanding, Plastic with elastic strap, Size: (LxW)-380mm x 260mm (min), Color: Blue, Generic	10	95.00	950.00	NSTP-7, OSS-3
25		box	FASTENER, Metal, 75mm between prongs, non-corrosive metal, non-sharp edges, able to hold 25mm thickness of paper, 50 sets per box, Bindermax	33	104.00	3,432.00	OU-3, CTE-ECDC-5, ULIS-25
26		piece	ERASER, felt, for blackboard/whiteboard, Size: (L x W x T) (min.): 125mm x 45mm x 21mm, Thickness of Felt (min): 18mm, Thickness of Board (min): 3mm, Well's	3	18.00	54.00	NSTP-3
27		pack	FILE TAB DIVIDER A4, Material: Bristol Board, LEAF Size: Length: 297mm, Width: 210mm, TAB Size: Length: 65mm, Width: 12mm (min), Thickness: 0.22mm (min), Five (5) colors per set, Generic	54	25.00	1,350.00	OVPAA-GS-2, ULIS-52
28		pack	FOLDER with tab, for A4 size document, color White, 100 pieces per pack, System 14pts	1	359.00	359.00	NSTP-1
29		pack	FOLDER with tab, for Legal size document, color White, 100 pieces per pack, System 14pts	27	426.00	11,502.00	NSTP-2, COM-1, CTE-ECDC-20, OVPAA-GS-2, ULIS-2
30		box	INDEX TAB, self-adhesive, transparent, 5 sets per box, Speedo	27	74.00	1,998.00	NSTP-5, CN-2, OU-20
31		set	MARKER, Fluorescent, Barrel: Flat, Tip: Chisel point, 3 assorted colors per set, HBW	33	41.00	1,353.00	NSTP-7, OVPAA-GS-7, ULIS-19
32		piece	MARKER, Permanent, color Black, Tip: Felt, Bullet type, Point: Medium, HBW	40	11.00	440.00	OVPAA-9, COM-3, CTE-ECDC-10, OVPAA-GS-7, CSS-1, ULIS-6, NSTP-3, CN-2
33		piece	MARKER, Permanent, color Blue, Tip: Felt, Bullet type, Point: Medium, HBW	37	11.00	407.00	OVPAA-9, COM-2, CTE-ECDC-10, OVPAA-GS-5, ULIS-6, NSTP-3, CN-2
34		piece	MARKER, Permanent, color Red, Tip: Felt, Bullet type, Point: Medium, HBW	30	11.00	330.00	OVPAA-9, CTE-ECDC-10, OVPAA-GS-2, ULIS-6, NSTP-1, CN-2
35		piece	MARKER, Whiteboard, color Blue, Tip: Felt, Bullet type, HBW	40	23.00	920.00	OVPAA-7, OU-3, NSTP-2, CTE-ECDC-19, OVPAA-GS-3, ULIS-3, OU-3
36		piece	MARKER, Whiteboard, color Red, Tip: Felt, Bullet type, HBW	32	23.00	736.00	OVPAA-7, NSTP-1, CTE-ECDC-19, OVPAA-GS-2, ULIS-3
37		piece	PUNCHER, Paper, with two hole guide, Diameter of Hole: 7mm (approx), Punching capacity: 30 sheets of 70gsm paper, Carl 75A	14	166.00	2,366.00	OVPAA-12, OU-1, CSS-1
38		piece	STAMP PAD, felt, bed dimension: 80mm x 100mm, Violet/Purple Ink, HBW No.3	10	30.00	300.00	ILC-1, CTE-ECDC-6, CSS-3

PO-161370

Item no.	Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount	End-user
39		piece	STAPLER, standard type, Staple pusher, metal piece-not spring, Load cap: 200 staples (min.), Joy No. 111	18	157.00	2,826.00	OVPAA-12 : OU-5 : CSS-1
40		unit	STAPLER, heavy duty (binder), Type: Desktop, Compatible with staple size: 13mm & 17mm, Body: Metal, Bee Grip, Non-Skid durable materials, Staping Capacity: 25-135 sheets of paper, Load Capacity: 100 staples (min.), Throat Depth: 65mm (min), Joy HD-021	11	762.00	8,382.00	OVPAA-11
41		pack	CARTOLINA, assorted colors, Size: 572mm x 724mm (-3mm), Thickness: 0.12mm (min), 20pieces of assorted colors per pack, Generic	1	140.00	140.00	CN-1
42		pad	NOTE PAD, stick on, 50mm x 76mm (2"x3"), color Yellow, 100 sheet per pad, HBW	105	30.00	3,150.00	OVPAA-72 : OU-20 : DENTAL-3 : OVPAA-GS-10
43		pad	NOTE PAD, stick on, 76mm x 100mm (3"x4"), color Yellow, 100 sheet per pad, HBW	105	60.00	6,300.00	OVPAA-72 : OU-20 : DENTAL-3 : OVPAA-GS-10
44		pad	NOTE PAD, stick on, 76mm x 76mm (3"x3"), color Yellow, 100 sheet per pad, HBW	145	50.00	7,250.00	OVPAA-72 : OU-20 : DENTAL-3 : OVPAA-GS-10 : ULIS-40
45		box/pack	PAPER, Parchment, size: 210 x 297mm, multi-purpose, fine translucent, 80gsm, color Ivory, suitable for laser/inkjet printing, 100 sheets per box/pack, Generic	24	270.00	6,480.00	NSTP-24
46		book	RECORD BOOK, 500 PAGES, COVER: Size: 214mm x 278mm (min.) Material: Laminated chipboard, Thickness: 1mm (min), Leaves/pages shall be white bond, non-blot, Basis Weight: 55gsm, Thickness: 0.07mm (min), Size: 205mm x 265mm (min), Official Record Book	29	129.00	3,741.00	OVPAA-24 : NSTP-2 : CN-3
47		book	RECORD BOOK, 500 PAGES, COVER: Size: 214mm x 278mm (min.) Material: Laminated chipboard, Thickness: 1.5mm (min), Leaves/pages shall be white bond, non-blot, Basis Weight: 55gsm, Thickness: 0.07mm (min), Size: 205mm x 265mm (min), Official Record Book	5	152.00	760.00	CTE-ECDC-4 : NSTP-1
48		pack	TISSUE, 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, Femme 1ply	148	56.00	8,288.00	OVPAA-54 : DENTAL-51 : NSTP-5 : ILC-5 : OSS-5 : OU-22 : CCARD-6

*****Nothing Follows*****

TOTAL 212,246.00

(Total Amount in Words) Two Hundred Twelve Thousand Two Hundred Forty-Six 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:

LORAINA A. MALUBAG

Signature over Printed Name of Supplier

SEPTEMBER 25, 2025

Very Truly Yours

KENNETH ALIP LARUAN

University President

Fund Cluster:

Funds Available:

ORS/BURS No: 2678-09-1290

Date of the ORS/BURS: SEP 19 2025

IMELDA B. GALINATO
Accountant IV

Amount:

P 212,246.00

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