



Republic of the Philippines
BENGUET STATE UNIVERSITY
 La Trinidad, Benguet



PURCHASE ORDER

Supplier:	Copylandia Office Systems Corporation	P.O No.:	2025-62-GAA-18
Address:	Units GF-22 and LGS-08, Megatower Residences 1 Snadico Cor. Tecson Streets, Salud Mitra	Date:	FEB 06 2025
Tin:		Mode of Procurement:	Direct Contracting
		PR No.:	2025-01-60; 2025-01-51; 2025-01-56; and, 2025-01-65

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 CALENDAR DAYS UPON RECEIPT OF PO.	Payment Term:	within 30 days after complete delivery

Item no.	Stock/Property No.	Unit	ITEM	Quantity	Unit Cost	Amount	End user
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One Lot. Supply, and Delivery of Various Inks and Toners for Photocopiers

1		roll	Risograph Master Roll, S-70400UA, for RISO CV 3230	1	2,780.00	2,780.00	CSS
2		pc	Toner Cartridge, TN228C, Cyan	5	18,000.00	90,000.00	CF (3), and CHET (2)
3		pc	Toner Cartridge, TN228K, Black	7	11,000.00	77,000.00	CF (3), and CHET (4)
4		pc	Toner Cartridge, TN228M, Magenta	5	18,000.00	90,000.00	CF (3), and CHET (2)
5		pc	Toner Cartridge, TN228Y, Yellow	5	18,000.00	90,000.00	CF (3), and CHET (2)
6		pc	Toner for Develop ineo+226i, TN228C, Cyan	4	18,000.00	72,000.00	CA-DO (1), CSS(1), CVM(1), PMO(1)
7		pc	Toner for Develop ineo+226i, TN228K, Black	10	11,000.00	110,000.00	CA-DO (2), Cis(1), CPAG(2), CSS(1), CVM (1), PMO(2)
8		pc	Toner for Develop ineo+226i, TN228M, Magenta	5	18,000.00	90,000.00	CA-DO (1), CSS(1), CVM (1), PMO(2)
9		pc	Toner for Develop ineo+226i, TN228Y, Yellow	4	18,000.00	72,000.00	CA-DO (1), CSS(1), CVM(1), PMO(1)
10		pc	Toner for Develop ineo+258, Black (IN 324) f	4	9,250.00	37,000.00	OES
11		pc	Toner for Develop ineo+258, Cyan (IN 324) f	2	16,500.00	33,000.00	OES
12		pc	Toner for Develop ineo+258, Magenta (IN 324) f	2	16,500.00	33,000.00	OES
13		pc	Toner for Develop ineo+258, Yellow (IN 324) f	2	16,500.00	33,000.00	OES
14		pc	Toner for RISO CVT3230	1	1,335.00	1,335.00	CSS
						XXXXXXXXXXXXXXXXXX	
						831,115.00	

(Total Amount in Words) **Eight Hundred Thirty-One Thousand One Hundred Fifteen 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:

STEPHANIE TAMPUSAN
 Signature over Printed Name of Supplier
 FEB 13, 2025
 Date

Very truly yours:

KENNETH ALIP LARUAN
 University President

Fund Cluster:

Funds Available:

IMELDA B. GALINATO
 Accountant IV

ORS/BURS No.: 2025-02-161

Date of the ORS/BURS: FEB 10 2025

Amount: 831,115