



Republic of the Philippines
BENGUET STATE UNIVERSITY
 1st Floor, 1st Street

PURCHASE ORDER

Supplier Address Tin:	UNIVERSAL CARE CONSUMER		P.O. NO.	425- 85- 6AA - JEL
	No. 4 to 7, 1st Street, Benguet		Date	MAY 23, 2017
			Quoted by	Sup
			Exp. No.	2017-01-18

Comments: Please Attach 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 ATP	Payment Term	within 30 days after complete delivery

Item No.	Quantity	Unit	ITEM	Quantity	Unit Cost	Amount	END USER
4	1	pc	Binding and Punching Machine - equipped with two (2) hand lever system for punching and binding. 330 mm punching width and adjustable to any format, diameter, gauge and comb binder control. manual binding capacity 50 mm or 425 sheets of paper (70gsm) (max)	1	19,300.00	19,300.00	C/S
8	3	unit	Paper Shredder - 120 sheet cross cut automatic paper shredder shreddes up to 120 sheets of A4 paper by auto feed tray and up to 10 sheets of A4 paper by manual feed (20lb Bond paper), with dedicated slot to shred credit card or CD/DVD (one at a time). 330 watts power. 80 mins on/45 mins off for auto feed tray run time. 10 mins on/45 mins off for manual feed slot run time. 8.6" (22 cm) paper entry width size. 19 lbs. removable convenient pull-out bin easy disposal. with crisper wheels for easy moving. with LED indicator for standby/overload/overheat/door open bin full/ feed error auto start/stop function. anti jam reverse function. dimension (L) 36.5 x (W) 28 x (H) 50 cm. 31L bin capacity	3	26,833.33	81,500.00	C/S (2), OSS /H
10	1	unit	Paper Shredder - Shredding Capacity: Minimum 16 sheets per pass. Shred Size: Maximum particle size 4 x 40 mm. Security Level 4. Bin Capacity: Minimum 31 bags. Materials Compatibility: Paper, CD/DVD, credit cards, staples, paperclips. Continuous Run Time: Minimum 32 minutes. Noise Level: 58dB. Dimensions: 390 x 362 x 615 mm. Warranty: Minimum 12 months	1	20,400.00	20,400.00	#8 SA
13	1	unit	Paper Trimmer/Cutting Machine - professional rotary paper trimmer 15-inch 15 sheet cutting capacity	1	10,150.00	10,150.00	C/E

11 CHA-13

14	Unit	Paper Trimmer/Cutting Machine - table top - roller / Sliding Cutter Paper: A3 heavy duty metal structure. Material Compatibility: Paper, photographic film, card stock, thin plastics, and thin copper. Cutting Mechanism: Sliding blade guillotine cutting system.	1	10,150.00	10,150.00	#P SA
TOTAL AMOUNT:					112,600.00	
(Total Amount in Words) ONE HUNDRED TWENTY TWO THOUSAND SIX HUNDRED 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 items.						
Conforme		Very Truly Yours  KENNETH ALIP LARUAN University President				
Fund Cluster		 IMELDA S. GALINATO Accountant IV		ORSBURS No. 2025-06-1105 Date of the ORSBURS <u>11th 12 2025</u> Amount <u>112,600</u>		

Page 2 of 2