Republic of the Philippines
BENGUET STATE UNIVERSITY
La Trinidad, Benguet

PURCHASE ORDER

Supplier:	**Officetech General Merchandise**	P.O No.: 2026 - 01 - GAA - 26
Address:	La Trinidad, Benguet	Date: 1/8
TIN:		Mode of Procurement: SVP
		PR No.: 2026-NEP-59

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	**BSU-SPMO**	**DESTINATION**
Date of Delivery:	**every 1st week of the quarter 2026**	Payment Term: **Quarterly**

Item no.	Unit			Description	QTY	Unit Cost	Amount	End-user
1	lot			**Supply and Delivery of 1836 Smart Load Cards at 300 per card for January -December (on staggared delivery, Quarterly basis) with atleast one year expiration upon delivery**	1		640,764.00	see attached list
		Breakdown:						
		103	pcs, per month	La Trinidad Campus				
		19	pcs, per month	Bokod Campus				
		31	pcs, per month	Buguias Campus				
				per quarter for La Trinidad Campus	309			
				per quarter for Bokod Campus	57			
				per quarter for Buguias Campus	93			
				Total Number of delivery per Quarter	459			
				xxxxxx				
						TOTAL	**640,764.00**	

(Total Amount in Words) **Six Hundred Forty Thousand Seven Hundred Sixty Four 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.

NEP

Conforme:

JONICA PAGSINOD

Officetech General Merchandise
Epiphany cmpd. Betag,
LA Trinidad, Benguet

Signature over Printed Name of Supplier

1-14-26

Date

KENNETH ALIP LARUAN
University President

Fund Cluster:

Funds Available:

IMELDA B. GALINATO
Accountant IV

ORS/BURS No.: 2026-01-011

Date of the ORS/BURS: JAN 09 2026

Amount: 640,764