



For posting

PURCHASE ORDER

Supplier:	Majrck Enterprise	P.O No.:	2026-09-SP-331
Address:	Itogon, Benguet	Date:	05-10-2025
Tin:	182-271-688-000	Mode of Procurement:	NP-SVP
		PR No.:	2026-02-SP-98; 2026-02-SP-99

Gentlemen:

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

Place of Delivery:	BAPTC	Delivery Term:	FOB DESTINATION
Date of Delivery:	WITHIN 30 CALENDAR DAYS UPON RECEIPT OF P.O	Payment Term:	within 30 days after complete delivery

Item no.	Stock No./ Property No.	Unit	ITEM	Quantity	Unit Cost	Amount
Supply and delivery of office supplies						
1		piece	Clipboard, plastic, without cover, metal clip, legal, 3mm thick	18	72.00	1,296.00
2		piece	Clipboard, with cover, legal size, black, thick board, single clip, vertical	2	210.00	420.00
3		piece	Ballpen, ballpoint, fine, 0.5mm, black	240	15.00	3,600.00
4		piece	Ballpen, ballpoint, fine, 0.5mm, blue	164	15.00	2,460.00
5		piece	Sign Pen, purple, liquid or gel, 0.5	60	39.00	2,340.00
6		piece	Document tray/organizer, 3 layers, black, can fit legal size, metal screw	7	535.00	3,745.00
7		pack	Battery, size D, Two (2) pieces per blister pack,	2	72.00	144.00
8		piece	Double sided tape, w/o foam, 1"	21	34.00	714.00
9		piece	Double sided tape, with foam, 1", 3m	24	34.00	816.00
10		piece	Duct tape, 24mm, green/black	10	96.00	960.00
11		piece	Duct tape, 48mm, green/black	10	172.00	1,720.00
12		piece	Eraser, rubber, small, non-toxic, 12pcs/box	3	144.00	432.00
13		piece	SELF INKING STAMP (ANNEX "____" mark), letter height at 0.50-0.75 inch, refillable, red ink	1	720.00	720.00
14		piece	SELF INKING STAMP (EXHIBIT "____" mark), letter height at 0.50-0.75 inch, refillable, red ink	1	720.00	720.00
15		piece	Ink for self-inking stamp, red, 28-30ml	1	240.00	240.00
16		piece	Ink for self-inking stamp, black, 28-30ml	1	240.00	240.00
17		piece	Date Stamp, until year 2034, 3mm date height	6	385.00	2,310.00
18		piece	Dater Stamp with "PAID" print, 29x47mm print size, manual, date until year 2034	3	95.00	285.00
19		piece	Book screw, binding screw, 80mm length, 6mm diameter	45	29.00	1,305.00
20		piece	Book screw, binding screw, 60mm length, 4mm diameter	45	29.00	1,305.00
21		box	Staple wire, binder, 10mm size, 1000's/box	1	210.00	210.00
22		box	Staple wire, binder, 15mm size, 1000's/box	1	240.00	240.00
23		box	Staple wire, binder, 17mm size, 1000's/box	1	268.00	268.00
24		pack	Battery, size AA, Ni-MH rechargeable, 1300mAh, 2pcs/pack	6	430.00	2,580.00
25		pack	Battery, size AAA, Ni-MH rechargeable, 1.2V, 500mAh, 2pcs/pack	6	430.00	2,580.00
26		roll	Polyester satin ribbon, 2", single face, 200yards, white	1	335.00	335.00
27		roll	Polyester satin ribbon, 2", single face, 200yards, green	1	335.00	335.00
28		roll	Polyester satin ribbon, 2", single face, 200yards, yellow	1	335.00	335.00
29		pack	PVC Binding Cover, legal, 200mic, 100pcs/pack	1	670.00	670.00
30		roll	Laminating Film, 200micron, 305x100m	4	2,400.00	9,600.00
31		ream	Laminating Film, A3 size, 125 micron 100pcs/ream	2	960.00	1,920.00
32		ream	Laminating Film, A4 size, 125 micron 100pcs/ream	2	480.00	960.00
33		ream	Laminating Film, Legal Size, 125 micron 100pcs/ream	2	625.00	1,250.00

Item no.	Stock No./ Property No.	Unit	ITEM	Quantity	Unit Cost	Amount
34		piece	Ruler, stainless, 12inches	4	66.00	264.00
35		piece	Caution tape, 3"x300m	10	335.00	3,350.00
36		box	Gun Tacker Staple Wire, 6 mm	4	288.00	1,152.00
37		box	Gun Tacker Staple Wire, 8 mm	4	288.00	1,152.00
38		box	Gun Tacker Staple Wire, 10 mm	4	288.00	1,152.00
39		pack	Photo paper, glossy, no back print, A4, 260gsm, 10's/pack	25	240.00	6,000.00
40		box	Specialty Paper, A4, 220gsm, white, 10 pcs/pack	7	148.00	1,036.00
41		set	Specialty Paper, A4, 220gsm, apple green, 10 pcs/pack	22	144.00	3,168.00
42		piece	Specialty Paper, legal, 220gsm, apple green, 10 pcs/pack	22	153.00	3,366.00
43		piece	Sticky index tab, flourescent, with "please sign here" tag,	24	48.00	1,152.00
44		piece	Sticker paper, waterproof, printable, glossy, 100sheets/pack, legal	4	288.00	1,152.00
45		piece	Sticker paper, waterproof, printable, matte, A4 100sheets/pack	2	288.00	576.00
46		piece	Special paper, rubberized, for ID making, synthetic paper, waterproof, double sided, inkjet paper, 100sheets/pack	4	2,880.00	11,520.00
47		bottle	Alcohol, Ethyl, 500 MI	63	62.00	3,906.00
48		piece	Sign pen, Extra Fine Tip, Black	12	30.00	360.00
49		piece	Sign pen, Fine Tip, Black	45	30.00	1,350.00
50		piece	Sign pen, Medium Tip, Black	20	30.00	600.00
51		piece	Sign pen, Extra Fine Tip, Blue	8	34.00	272.00
52		piece	Sign pen, Fine Tip, Blue	40	34.00	1,360.00
53		piece	Sign pen, Medium Tip, Blue	20	34.00	680.00
54		pack	Battery, dry cell, size AA, Two (2) pieces per blister pack	25	23.00	575.00
55		pack	Battery, dry cell, size AAA, Two (2) pieces per blister pack	12	21.00	252.00
56		bottle	INK, for stamp pad, 50ml, (bottle)	4	32.00	128.00
57		unit	Philippine National Flag	4	240.00	960.00
58		piece	Flash Drive, 64 GB	6	172.00	1,032.00
59		bottle	Glue, all-purpose	3	70.00	210.00
60		box	Staple Wire, heavy duty (binder type), 23/13, 1000's	1	41.00	41.00
61		roll	TAPE, electrical	50	21.00	1,050.00
62		roll	TAPE, masking, 24mm	7	65.00	455.00
63		roll	TAPE, masking, 48 mm	8	155.00	1,240.00
64		roll	TAPE, packaging, 48 mm	10	33.00	330.00
65		roll	TAPE, transparent, 24mm	29	20.00	580.00
66		roll	TAPE, transparent, 48 mm	31	32.00	992.00
67		piece	Ruler, flexible, plastic, 450 mm	2	22.00	44.00
68		tube	Blade, for general purpose cutter/utility knife, 10 pcs per tube	22	18.00	396.00
69		bundle	BINDING RING/COMB, plastic, 32mm	2	245.00	490.00
70		unit	CALCULATOR, Compact	4	243.00	972.00
71		box	CLIP, backfold, 19mm	3	12.00	36.00
72		box	CLIP, backfold, 25mm	11	22.00	242.00
73		box	CLIP, backfold, 32mm	16	32.00	512.00
74		box	CLIP, backfold, 50mm	8	70.00	560.00
75		piece	CORRECTION TAPE, 8 meters	20	22.00	440.00
76		piece	CUTTER/UTILITY KNIFE, for general purpose	21	33.00	693.00
77		piece	DATA FILE BOX	25	167.00	4,175.00
78		piece	DATER STAMP	1	476.00	476.00
79		piece	ERASER, felt, for blackboard/whiteboard	1	16.00	16.00
80		box	Fastener, non-sharp edges, 50 sets per box	3	106.00	318.00
81		box	Folder, pressboard, 100 pieces per box	1	2,180.00	2,180.00
82		pack	Folder with tab, A4, 100 pieces per pack	1	424.00	424.00
83		pack	Folder with tab, legal, 100 pieces per pack	1	462.00	462.00
84		box	Index Tab, self-adhesive, transparent, 5sets/box	33	77.00	2,541.00
85		set	MARKER, Flourescent, 3 colors per set	10	35.00	350.00

UP-331

Item no.	Stock No./ Property No.	Unit	ITEM	Quantity	Unit Cost	Amount
86		piece	MARKER, Permanent, Black	39	17.00	663.00
87		piece	MARKER, Permanent, Blue	15	17.00	255.00
88		piece	MARKER, Whiteboard, Black	22	25.00	550.00
89		piece	MARKER, Whiteboard, Blue	15	25.00	375.00
90		piece	MARKER, Whiteboard, Red	15	25.00	375.00
91		box	Paper Clip, vinly/plastic coated, 33mm	19	10.00	190.00
92		box	Paper Clip, vinly/plastic coated, jumbo, 50mm	19	22.00	418.00
93		box	Pencil, lead/graphite, with eraser, one(1) dozen per box	10	50.00	500.00
94		piece	Puncher, paper, heavy duty	7	173.00	1,211.00
95		box	Rubber Band, No. 18, 350g	60	165.00	9,900.00
96		piece	Stamp Pad, felt	3	45.00	135.00
97		pair	Scissors, symmetrical or asymmetrical	8	41.00	328.00
98		piece	Stapler, standard type	9	220.00	1,980.00
99		unit	Stapler, heavy duty (binder), desktop	2	658.00	1,316.00
100		unit	Tape Dispenser, table top	6	87.00	522.00
101		pad	Note pad, stick on, 2"x 3", (50mmx76mm) 100sheets/pad	22	42.00	924.00
102		pad	Note pad, stick on, 3"x4", (76mmx100mm) 100sheets/pad	22	66.00	1,452.00
103		pad	Note pad, stick on, 3"x3", (76mmx76mm) 100sheets/pad	22	58.00	1,276.00
104		ream	Paper, Multicopy, A4, 500 sheets per ream	97	245.00	23,765.00
105		ream	Paper, Multicopy, legal, 500 sheets per ream	212	255.00	54,060.00
106		book	Record Book, 300 pages	6	105.00	630.00
107		pack	Tissue Paper, 2 ply, 12 rolls in a pack	163	115.00	18,745.00
TOTAL						233,365.00

(Total Amount in Words)

Two Hundred Thirty-Three Thousand Three Hundred Sixty-Five 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:

Signature Redacted

MARILYN V. GALINATO

Signature over Printed Name of Supplier

October 09, 2026

Date

Very Truly Yours, Signature Redacted

KENNETH A. LARUAN

University President

Fund Cluster: 07 BAPIC

Funds Available: Signature Redacted

IMELDA B. GALINATO

Accountant IV

ORS/BURS No.: 2026-10-1240

Date of the ORS/BURS: OCT 09 2026

Amount: 233,365