



Republic of the Philippines
BENQUET STATE UNIVERSITY
 La Trinidad, Benguet

PURCHASE ORDER

Supplier:	CATALYST OFFICE EQUIPMENT WHOLESALING		P.O No.:	2026-03-GAA-129
Address:	Belag, La Trinidad, Benguet		Date:	7/20/26
Tim:			Mode of Procurement:	SVP
Gentlemen:			PR No.:	2026-01-GAA-167; 2026-01-GAA-183; 2026-01-GAA-381; 2026-01-GAA-233; 2026-02-GAA-503; 2026-01-GAA-402

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

Place of Delivery: **BSU SPMO**
 Date of Delivery: **WITHIN 15 CALENDAR DAYS UPON RECEIPT OF PAYMENT**
 Delivery Term: **FOB DESTINATION**
 Payment Term: **within 30 days after complete delivery**

Item no.	Stock/Property No.	Unit	ITEM	Quantity	Unit Cost	Amount	END-USER
1		unit	Binding Machine (Officcom C25A F4) - 24 holes, wire binding mashine, max. punching capacity: 25 sheets, max. binding capacity: 500 sheets, binding width: F4	2	10,270.00	20,540.00	OUBS
2		unit	Comb Binding Machine (Officcom OC-W40) - maximum binding capacity: 140 sheets (80 gsm paper), max. binding width: below 330 mm, adjustable margin: 2.5, 4.5, 6.5 mm, number of holes: 40 hoos, hole distance: 8.47mm, size of machine: 425 x 235 x 150mm, net weight: 8.35 kgs	1	5,720.00	5,720.00	PMU
5		unit	Paper Shredder (Dell T023) - shredding effect: 4 x 25mm, shredding capacity: 8 sheets, net weight: 4.3kg, case capacity: 15L, equipment size: 318 x 197 x 372 mm	1	5,400.00	5,400.00	CTE
6		unit	Paper Shredder (Dell ET053) - dimension: 350 x 250 x 550 mm, 16 sheetsper feed, 23L bin capacity, operating time: 10 minutes, shred size: 4 x 25 mm, shred type: crosscut, security level 4	1	12,740.00	12,740.00	AdFin.
10		unit	Paper Shredder (Dell E14400) -shred capacity: 16 sheets, shred size: 4x40mm, security level:4, can shred: CD/DVD, paper, card, paper clip, staple, continuous run time: 120 min., bin capacity: 31L, intelligent induction, overheat protection, stop protection, auto reverse	1	17,550.00	17,550.00	SPMO
12		unit	Laminating Machine (Cuyi) -thermal, 250 microns maximum laminating film thickness, up to A3 size, 4 heat resisting silicone rollers, steel case, hot and cold reverse, function 220V	1	3,770.00	3,770.00	CA
TOTAL AMOUNT:						65,720.00	

(Total Amount in Words) **SIXTY-FIVE THOUSAND SEVEN HUNDRED TWENTY 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:

Very Truly Yours:

CATALYST COMPUTER OFFICE EQUIPMENT WHOLESALING
 18-49, BLUE EMERALD BLDG, BETAG, KM5 LA TRINIDAD
 0961-605-0187 @HopeEnterprises2021@gmail.com
 www.catalystcomputer.net

KENNETH ALIP LARUAN
 University President

Date

Fund Cluster:

ORS/BURS No.: 2026-04-644

Funds Available:

Date of the ORS/BURS: APR 08 2025

IMELDA B. GALINATO
 Accountant IV