



PURCHASE ORDER

Supplier:	OFFICETECH GENERAL MERCHANDISE	P.O No.:	2026-03-GAA-1370
Address:	Baleg, La Trinidad, Benguet	Date:	7/30/26
Pin:		Mode of Procurement:	SVP
Gentlemen:		PR No.:	2026-01-GAA-402; 2026-01-GAA-486; 2026-01-GAA-485; 2026-01-GAA-452; 2026-01-GAA-381

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 15 CALENDAR DAYS UPON RECEIPT OF PO NTP**

Payment Term: **within 30 days after complete delivery**

Item no.	Stock/Property No.	Unit	ITEM	Quantity	Unit Cost	Amount	END-USER
3		unit	Paper Shredder (Dell ET099) - shredding Capacity: 25 sheets, Shred Size: Maximum particle size 4 x 30 mm (cross-cut), Security Level: 4, Bin Capacity: 31 liters, staples paper clips: yes, shred disc/credit card: yes, Continuous Run Time: Minimum 30 minutes, Noise Level: 70dB, Shredding speed: 2mins.	1	15,900.00	15,900.00	CA
4		unit	Paper Shredder (Dell ET096 Large Office) - shredding capacity: 16 sheets, continuous shred time: 60 mins., bin capacity: 30 liters, cutting width: 2 x 12 mm (micro-cut), staples paper clips: yes, shred disc/credit card: yes, noise level: 70dB, shredding speed: 1.8 mils.	1	21,000.00	21,000.00	CA
7		unit	Paper Shredder (Dell E054) - cross cut type, cut type: cross cut (particles, typically P-3 or P-4 security level), sheet capacity: 8 sheets of A4 (80 gsm) per pass, shred size: 4 x 37 mm to 5x47 mm, providing secure, unreadable confetti-like particles, bin capacity: 23L, with pull-out bins for easy emptying, runtime: 3-6 minutes continuous operation, followed by 20-30 minutes cooldown, shreddable materials: paper, staples, paper clips, and credit cards, safety features: overheal/overload protection, auto reverse for jams, and safety lock	1	8,995.00	8,995.00	OP
8		unit	Paper Shredder (Dell E054) - intelligent induction, overheal protection, stop protection, auto reverse, continuous run time: 10 min., bin capacity: 23L, dimension: 350 x 250 x 550mm, 220V, 180W, shred capacity: 8 sheets, bin capacity: 23 liters	1	8,995.00	8,995.00	FSRIC
9		unit	Paper Shredder (Dell ET089) - shredding Capacity: Minimum 12 sheets per pass, Shred Size: Maximum particle size 4 x 40 mm, Security Level: 4, Bin Capacity: 32 liters, Materials Compatibility: Paper, CD/DVD, credit cards, staples, paperclips, Continuous Run Time: Minimum 30 minutes, Noise Level: 58dB	2	17,000.00	34,000.00	CE
11		unit	Paper Cutter - sliding, metal base, up to A3 size	1	3,150.00	3,150.00	CA

13	unit	3	5,000.00	15,000.00	CTE
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Output: 220V/60Hz; Input power: 60 watts

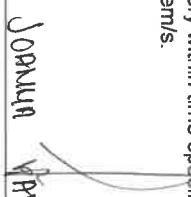
TOTAL AMOUNT: 107,040.00

(Total Amount in Words) **ONE HUNDRED SEVEN THOUSAND AND FORTY 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:


 Signature over Printed Name of Supplier
JONATHAN PERALTA
 Date 4/14/20


KENNETH ALIP LARUAN
 University President

Fund Cluster: _____ ORS/BURS No.: 2020-04-645

Funds Available: _____ Date of the ORS/BURS: APR 03 2020

Amount: 107,040


IMELDA B. GALINATO
 Accountant IV