



Republic of the Philippines
BENGUET STATE UNIVERSITY
 La Trinidad, Benguet

PURCHASE ORDER

Supplier:	OFFICETECH GENERAL MERCHANDISE	P.O No.:	2026-06-16F - 211
Address:	Betag, La Trinidad, Benguet	Date:	6/3
Tin:		Mode of Procurement:	SVP
		PR No.:	2026-01-IGF-49; 2026-01-IGF-48; 2026-01-IGF-311; 2026-02-IGF-355

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

Item no.	Stock/Property No.	Unit	ITEM	Quantity	Unit Cost	Amount	END-USER
5		unit	Paper Shredder (Deli E096) - 60 minutes continuous run time: can shred CD/DVD, paper card, paper clip, staple; 16 sheets capacity; 30 bin capacity; ±58 db machine noise; at least 240w; at least 390 x 20 x 615 mm, sharp and durable steel knife, intelligent induction, overheat protection, stop protection, and auto reverse function; 30L-50L visible paper bucket, at least 1 year warranty	1	21,050.00	21,050.00	CASHIERING
7		unit	Filing Cabinet (Hermaco) - heavy duty fire proof, 4 drawers, vertical, gauge 21, finish: enamel, with central lock & key, material: pure steel, fireproof. at least 3-4 hours fire resistant, color: beige/gray	5	14,000.00	70,000.00	HRDO
8		unit	Filing Cabinet (Jersey) - vertical, steel, 4 drawers, gauge 21, with divider and central lock, finish: powder coat, color: beige/gray	2	9,050.00	18,100.00	OV/PAA-Ads
9		unit	Filing Cabinet (Jersey) - color: cream, 4 drawers vertical, lockable	2	9,000.00	18,000.00	UJA

XXXXXXXXXXXXX
TOTAL AMOUNT: **127,150.00**

(Total Amount in Words) **ONE HUNDRED TWENTY-SEVEN THOUSAND ONE HUNDRED FIFTY 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: *ferio* **Officetech General Merchandise**
 Epiphany empd. Betag,
 La Trinidad, Benguet
JOHANN PARAISSO
 Signature over Printed Name of Supplier
 0938 8061819
06/03/26
 Date

Very Truly Yours: *f.*
KENNETH ALIP LARUAN
 University President

Fund Cluster: _____
 Funds Available: *AY*
IMELDA B. GALINATO
 Accountant IV

ORS/BURS No.: 2026-06-605
 Date of the ORS/BURS: JUN 03 2026
 Amount: P 127,150.00
05226441