Republic of the Philippines

BENGUET STATE UNIVERSITY

La Trinidad, Benguet

PURCHASE ORDER

Supplier:	**OFFICETECH General Merchandise**	P.O No.: 2026-	10-16F-394
		Date:	10/8/26
Address:	La Trinidad, Benguet	Procurement:	SVP
Tin:		PR No.:	2026-07-IGF-559

Gentlemen:

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

Place of Delivery:	***BSU-Library*** / BSU SPMO	Delivery Term:	***FOB DESTINATION***
Date of Delivery:	***Within 45days upon receipt of ~~P.O~~*** NTP	Payment Term:	***Within 30 days***

Item no.	Stock/ Property	Unit	Description	Qty	Unit Cost	Amount	End-user
1		units	Ergonomic Office/Computer Chair - INPLAY EF100-G V2 breathable mesh backrest; heavy-duty metal frame; adjustable headrest; ergonomic lumbar support; adjustable armrests; synchronized tilt/recline mechanism; high-density waterfall seat cushion; Class-4 gas lift or equivalent; 360° swivel; heavy-duty five-star base with caster wheels; 150 kg minimum weight capacity; suitable for users 150–190 cm tall; color Gray	15	7,440.00	111,600.00	
2		units	Steel Filing Cabinet with safe -Elite 4 drawers with Vault Vertical steel filing cabinet with integrated safety vault; Four (4) Drawers; constructed of heavy-duty cold-rolled steel with a minimum Gauge No. 22 steel body; electrostatic powder-coated finish; central locking system with two (2) keys; built-in steel safety vault with separate dial combination; adjustable drawer dividers; full-extension ball-bearing drawer slides; anti-tip safety mechanism; compatible with legal and letter-size hanging folders; color light gray or beige	10	11,960.00	119,600.00	
3		units	Portable center-fold folding table high-density polyethylene (HDPE) resin tabletop, durable and shatter-resistant surface, heavy-duty powder-coated steel frame, center-fold design with integrated carrying handle and safety locking mechanism, tabletop measuring 3–4 feet in width and 6 feet in length (minimum), standard height of approximately 760 mm (2.5 feet), minimum 150 kg load capacity, foldable steel legs with non-slip rubber feet, suitable for indoor and outdoor use	12	3,680.00	44,160.00	
			xxx				
					TOTAL	**275,360.00**	

(Total Amount in Words) ***Two Hundred Seventy Five Thousand Three Hundred Sixty 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:

JONILA Y. AGSINOD
Signature over Printed Name of Supplier

10-28-26
Date

KENNETH A. LARUAN
University President

Fund Cluster: _____

Funds Available: _____

IMELDA B. GALINATO
Accountant IV

ORS/BURS No.: 2026-10-1127

Date of the ORS/BURS: OCT 12 2026

Amount: ₱275,360.00