



Republic of the Philippines
BENGUET STATE UNIVERSITY
 La Trinidad, Benguet



PURCHASE ORDER

Supplier:	COPYLANDIA OFFICE SYSTEMS CORPORATION	P.O No.:	2024-02-255
Address:	BAGUIO CITY	Date:	
Tin:		Mode of Procurement:	DIRECT CONTRACTING
		PR No.:	2024-02-255

Gentlemen:
 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.	Payment Term:	within 30 days after complete delivery

Item no.	Stock/Property No.	Unit	ITEM	Quantity	Unit Cost	Amount	End user
1		lot	Supply and Delivery of Toners for Develop Ineo+258	1			
2		pcs	TONER, Black	3	9,250.00	27,750.00	OES
3		pcs	TONER, Cyan	1	16,500.00	16,500.00	
4		pcs	TONER, Yellow	1	16,500.00	16,500.00	
5		pcs	TONER, Magenta	1	16,500.00	16,500.00	
XXXXXXXXXXXXXXXXXXXX							
TOTAL						77,250.00	

(Total Amount in Words) **Seventy Seven Thousand Two 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:

Very Truly yours:

Sheryl A. Uyammi
 Branch Coordinator Supplier
 Date: Oct 7, 2024

FELIPE SALAING COMILA
 University President

Fund Cluster:	ORS/BURS No.:
Funds Available:	Date of the ORS/BURS: OCT 03 2024
IMELDA B. GALINATO Accountant IV	Amount: 77,250