



# PURCHASE ORDER

|           |  |                      |                 |
|-----------|--|----------------------|-----------------|
| Supplier: | <b>SHAN DAU ENTERPRISE</b>   | P.O No.:             | 2024-10-161-349 |
| Address:  | Home: #3 Lower Pinget Baguio City; Office: #238 Hillside Baguio City | Date:                | OCT 04 2024     |
| Tin:      |  | Mode of Procurement: | NP - SVP        |
|           |  | PR No.:              | 2024-07-1213    |

Sir/Maam:

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

| Place of Delivery: | BSU FSRIC                                     | Delivery Term: | FOB Destination  |          |           |           |                  |  |
|--------------------|---|----------------|--|----------|-----------|-----------|------------------|--|
| Date of Delivery:  | within 45 calendar days upon acceptance of PO | Payment Term:  | within 30 days after complete delivery   |          |           |           |                  |  |
| Item no.           | Stock/Property No.                            | Unit           | PARTICULAR   | Quantity | Unit Cost | Amount    | END USER         |  |
| 1                  |   | LOT            | <b>PRINTING OF PRODUCT STICKER LABELS,</b><br>12"x18" per sheet - Glossy paper, RGB Color, Glossy finish. Inclusive of the service for INDIVIDUAL CUTTING of sticker labels - straight and curved edges; EASY PEEL-OFF properties<br>VARIETY OF 70 DESIGNS FOR THE 2300 SHEETS<br>*Number of printed sheets and design breakdown may vary depending on the request for every delivery within the 45-day period as long as total sheets will be printed sums up to a total of 2300 sheets<br>INSTALLMENT/ STAGGERED DELIVERY<br>*Every 15 days within the 45 days delivery period.<br>ONE TIME DELIVERY WILL NOT BE ACCEPTED DUE TO REQUIRED VARIETY OF DESIGNS, INDICATION OF EXPIRATION DATES ON LABELS PER REQUEST OF PRINTING, AND NUMBER OF STICKER LABELS TO BE PRINTED DEPENDING ON PRODUCED PRODUCTS PER MONTHLY OPERATIONS | 2300     | 28.00     | 64,400.00 | FSRIC            |  |
| <b>TOTAL</b>       |   |                |  |          |           |           | <b>64,400.00</b> |  |

Total Amount in Words: **Sixty Four Thousand Four Hundred Pesos**

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.

Very truly yours,

Conforme: Sharon Cabasog

Signature over-Printed Name of Supplier

Date: 10-11-24

**FELIPE SALANG COMILA**  
 University President

Fund Cluster: \_\_\_\_\_ ORS/BURS No.: 2024-10-1794

Funds Available: \_\_\_\_\_ Date of the ORS/BURS: OCT 08 2024

**IMELDA B. GALINATO**  
 Accountant IV

64,400.00

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