

PURCHASE ORDER

Bicol University Polangui

05-02-25
 RECEIVED
 DATE: 05-02-25
 BY: [Signature]

| Supplier : SQUARE ONE NON-SPECIALIZED WHOLESALE TRADING | | | P.O. No. : PC-2025-010 | | |
|---|-------|--|---|-----------|------------|
| Address : Legazpi City | | | Date : April 23, 2025 | | |
| TIN : 422-922-037-00004 | | | Mode of Procurement : Small Value Procurement | | |
| Gentlemen: | | | | | |
| Please furnish this Office the following articles subject to the terms and conditions contained herein: | | | | | |
| Place of Delivery : BU Polangui Supply Office | | | Delivery Term : 30 days after receipt of PO | | |
| Date of Delivery : | | | Payment Term : as billed | | |
| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
| 1 | rms. | HARDCOPY Bond paper, subs. 20, long, 80 gsm | 50 | ₱225.00 | ₱11,250.00 |
| 2 | rms. | HARDCOPY Bond paper, subs. 20, short, 80 gsm | 40 | ₱218.00 | ₱8,720.00 |
| 3 | rms. | HARDCOPY Bond Paper, A3 | 2 | ₱250.00 | ₱500.00 |
| 4 | rms. | HARDCOPY Bond paper, subs. 20, A4, 80 gsm | 60 | ₱220.00 | ₱13,200.00 |
| 5 | pcs | DONYU PURE Pen, Blue 1.0mm | 27 | ₱140.00 | ₱3,780.00 |
| 6 | bxs. | DONG-A MY GEL Gel pen 0.5mm (Black) | 3 | ₱210.00 | ₱630.00 |
| 7 | bxs. | PANDA S. PEN Gel pen 0.5mm (Blue) | 7 | ₱160.00 | ₱1,120.00 |
| 8 | bxs. | DONG-A MY GEL Sign pen-green | 2 | ₱160.00 | ₱320.00 |
| 9 | boxes | PANDA S. PEN Sign pen-blue | 48 | ₱160.00 | ₱7,680.00 |
| 10 | bxs. | QUIAZHILPH Validating pen (5 pcs/box) | 1 | ₱160.00 | ₱160.00 |
| 11 | tubes | M3W MATRIX Ballpen-blue | 3 | ₱128.00 | ₱384.00 |
| 12 | bxs. | PANDA CRYSTAL Ballpen-black ordinary | 2 | ₱155.00 | ₱310.00 |
| 13 | bxs. | M3W MATRIX Ballpen (Blue) ordinary | 5 | ₱155.00 | ₱775.00 |
| 14 | bxs. | PORTABLE STORAGE Data File Box with cover | 20 | ₱340.00 | ₱6,800.00 |
| 15 | bxs. | SMARTDOL BOX Data File Box | 15 | ₱105.00 | ₱1,575.00 |
| 16 | bxs. | MAGAZING SINGLE File Box-Green (hard board) | 26 | ₱127.00 | ₱3,302.00 |
| 17 | bxs. | MAGAZING SINGLE File box-red (hard board) | 30 | ₱127.00 | ₱3,810.00 |
| 18 | btls | Epson Ink, BTD60, Black | 5 | ₱860.00 | ₱4,300.00 |
| 19 | btls | Epson Ink 664-Black | 15 | ₱340.00 | ₱5,100.00 |
| 20 | btls | Epson Ink 664-Cyan | 15 | ₱365.00 | ₱5,475.00 |
| 21 | btls | Epson Ink 664-Magenta | 15 | ₱365.00 | ₱5,475.00 |
| 22 | btls | Epson Ink 664-Yellow | 15 | ₱365.00 | ₱5,475.00 |
| 23 | btls | Epson Ink 003-Black L5190 | 15 | ₱340.00 | ₱5,100.00 |
| 24 | btls | Epson Ink 003-Black | 50 | ₱365.00 | ₱18,250.00 |

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|----|-------|---|----|-----------|------------|
| 25 | btls | Epson Ink 003-Cyan | 50 | P365.00 | P18,250.00 |
| 26 | btls | Epson Ink 003-Magenta | 45 | P365.00 | P16,425.00 |
| 27 | btls | Epson Ink 003-Yellow | 44 | P365.00 | P16,060.00 |
| 28 | roll | R.O Celluloid gauge #6 Big Roll | 1 | P1,700.00 | P1,700.00 |
| 29 | pcs | KINGSTON Flash drive, 3.0 - 128GB | 6 | P375.00 | P2,250.00 |
| 30 | pcs | TRANSCEND Flash drive, 2GB | 12 | P99.00 | P1,188.00 |
| 31 | pcs | TRANSCEND Flash drive, 32GB | 7 | P299.00 | P2,093.00 |
| 32 | pcs | TRANSCEND Flash drive, 8GB | 12 | P145.00 | P1,740.00 |
| 33 | btls | 500 ML HYGIENIX Alcohol | 20 | P78.00 | P1,560.00 |
| 34 | boxes | ROYAL Folder Ordinary, Long, White 100pcs/box | 4 | P785.00 | P3,140.00 |
| 35 | boxes | YELLOWBOX Expandable Folder Long White 100pcs/box | 5 | P1,199.00 | P5,995.00 |
| 36 | pcs | UMARE PRESS BOARD Expanding Folder with metal tabs (green-long) | 15 | P40.00 | P600.00 |
| 37 | pcs | METRO KRAFT Folder Long Brown | 36 | P12.00 | P432.00 |
| 38 | pcs | AMERILOCK padlock-heavy duty | 1 | P180.00 | P180.00 |
| 39 | units | OMNI emergency light-omni (medium size) | 6 | P1,980.00 | P11,880.00 |
| 40 | unit | TP-LINK Archer AX12, AX1500 Wi-Fi 6 Router, Wi-Fi 6 Technology, Wi-Fi 6 Technology | 1 | P2,499.00 | P2,499.00 |
| 41 | pcs | GOOJODOQ Mouse rechargeable ergonomic wireless with nano receiver, color white or black | 5 | P465.00 | P2,325.00 |
| 42 | pcs | COMFORT Mouse pad | 2 | P110.00 | P220.00 |
| 43 | pcs | PILOT Pentel Pen, Blue | 15 | P90.00 | P1,350.00 |
| 44 | pcs | EXCEL Pentel Pen, Black | 15 | P90.00 | P1,350.00 |
| 45 | bxs. | EXCEL White Board Marker-Black | 1 | P255.00 | P255.00 |
| 46 | bxs. | EXCEL White Board Marker-Blue | 1 | P255.00 | P255.00 |
| 47 | pc | DELI White board "4ftx4ft" | 1 | P1,530.00 | P1,530.00 |
| 48 | bks | RECORD BOOK Standard Official Record Book 500pages | 10 | P249.00 | P2,490.00 |
| 49 | pcs | 120pgs TROPICAL F5 Accession book | 2 | P299.00 | P598.00 |
| 50 | rolls | BTK Clear Packing Tape 2 inch | 5 | P55.00 | P275.00 |
| 51 | rolls | ARMOR Clear Packing Tape 1 inch | 5 | P69.00 | P345.00 |
| 52 | rolls | BTK Masking Tape 2"Big size | 7 | P65.00 | P455.00 |
| 53 | rolls | BTK Masking Tape 1"Big size | 14 | P30.00 | P420.00 |
| 54 | rolls | ARMOR Scotch tape 1"Big size | 43 | P15.00 | P645.00 |
| 55 | rolls | BTK Scotch tape 2"Big size | 5 | P35.00 | P175.00 |
| 56 | rolls | BTK Packing Tape 2"Big size | 2 | P45.00 | P90.00 |
| 57 | rolls | EXCEL Double sided tape 1"Big size | 13 | P60.00 | P780.00 |
| 58 | rolls | BTK Double sided tape 2"Big size | 8 | P125.00 | P1,000.00 |
| 59 | pcs | OFFICE WAREHOUSE Cartolina Black | 20 | P8.00 | P160.00 |
| 60 | pcs | OFFICE WAREHOUSE Cartolina White | 30 | P8.00 | P240.00 |
| 61 | pcs | OFFICE WAREHOUSE Cartolina Egg Yellow | 20 | P8.00 | P160.00 |

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|----|--------|---|----|-----------|-----------|
| 62 | pcs | OFFICE WAREHOUSE Cartolina Dark Green | 10 | P8.00 | P80.00 |
| 63 | pcs | OFFICE WAREHOUSE Cartolina Green | 5 | P8.00 | P40.00 |
| 64 | pcks | KINGEVER Battery AA | 46 | P35.00 | P1,610.00 |
| 65 | pcks | KINGEVER Battery AAA | 26 | P35.00 | P910.00 |
| 66 | pc | RAMBO Glue Gun Heavy duty | 1 | P90.00 | P90.00 |
| 67 | pcs | RAMBO Glue stick, Standard | 20 | P14.00 | P280.00 |
| 68 | bttls. | ELMERS Glue, 130 gram | 11 | P178.00 | P1,958.00 |
| 69 | pc | METAL File rock tray 2 layers | 1 | P300.00 | P300.00 |
| 70 | pcs | RAMBO Eraser | 9 | P50.00 | P450.00 |
| 71 | pcks | EXCEL sticker paper Mate A4 | 7 | P45.00 | P315.00 |
| 72 | bxs. | JOY Paper Fastener Metal | 26 | P48.00 | P1,248.00 |
| 73 | bxs. | EXCEL Binder Clip Big" | 13 | P49.00 | P637.00 |
| 74 | bxs. | EXCEL Binder Clip 1.5/8" inch | 16 | P96.00 | P1,536.00 |
| 75 | bxs. | EXCEL Binder Clip 3/4" inch | 18 | P18.00 | P324.00 |
| 76 | cans | BAOLILAI Insecticide Killer Spray, 500 ml | 20 | P360.00 | P7,200.00 |
| 77 | bttls. | BAOLILAI Lemon Scent Insect repellent spray, 500 ml | 5 | P310.00 | P1,550.00 |
| 78 | bks | CPPI Log book, Standard size, 500 pages | 11 | P90.00 | P990.00 |
| 79 | bttls. | AIR BABY Air fresher, aerosol spray 280ml | 13 | P315.00 | P4,095.00 |
| 80 | units | JOY Stapler (Heavy duty) Big | 7 | P350.00 | P2,450.00 |
| 81 | bxs. | MAX Staple Wire No. 35 | 22 | P35.00 | P770.00 |
| 82 | bxs. | JOY Staple Wire No. 26/6 | 5 | P45.00 | P225.00 |
| 83 | pcs | SNOWMAN Staple Wire Remover | 9 | P65.00 | P585.00 |
| 84 | pcs | HBW Puncher | 4 | P180.00 | P720.00 |
| 85 | pcs | Rug Mat | 9 | P122.00 | P1,098.00 |
| 86 | pcs | Hard boom (walis ting-ting) | 6 | P115.00 | P690.00 |
| 87 | pcs | Soft Broom | 7 | P15.00 | P105.00 |
| 88 | pcks | VIRGIN PULP Tissue Paper 3 ply 12 pcs/pack | 30 | P245.00 | P7,350.00 |
| 89 | pcs | MONGOL Pencil | 14 | P8.00 | P112.00 |
| 90 | pcs | LCT Stamp pad | 7 | P50.00 | P350.00 |
| 91 | bttls. | LCT Stamp pad ink Blue | 1 | P50.00 | P50.00 |
| 92 | bttls. | LCT Stamp pad ink Red | 1 | P50.00 | P50.00 |
| 93 | bttls. | LCT Stamp pad ink Purple | 12 | P50.00 | P600.00 |
| 94 | bxs. | SPRING Push Pin Clear) | 2 | P59.00 | P118.00 |
| 95 | pcs | PU LEATHER Leather Long File Folder Document Holder | 2 | P1,110.00 | P2,220.00 |
| 96 | pc | KINGS 4 Layers Metal File Sliding Tray File Holder Organizer of Office Document | 1 | P348.00 | P348.00 |
| 97 | bxs. | CLASSIC Long White Mailing Envelope | 1 | P460.00 | P460.00 |
| 98 | bxs. | CLASSIC Short White Mailing Envelope | 1 | P420.00 | P420.00 |

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|-----|--------|---|----|-----------|------------|
| 99 | pcs | CLASSIC Expanded long brown Envelope | 50 | ₱14.00 | ₱700.00 |
| 100 | pcs | METRO Ordinary Long Brown Envelope | 22 | ₱8.00 | ₱176.00 |
| 101 | bxs. | ARROW Rubber Band Big | 2 | ₱90.00 | ₱180.00 |
| 102 | bxs. | ARROW Rubber Band Small #18/#15/#1 | 10 | ₱78.00 | ₱780.00 |
| 103 | bxs. | WELL'S Paper Clip, JUMBO | 37 | ₱20.00 | ₱740.00 |
| 104 | bxs. | WELL'S Paper Clip, Tiny/Small | 42 | ₱18.00 | ₱756.00 |
| 105 | pcs | EPSON Typewriter Ribbon | 15 | ₱425.00 | ₱6,375.00 |
| 106 | Box/pc | EPSON Ribbon Cartridge: Epson LQ310 | 6 | ₱315.00 | ₱1,890.00 |
| 107 | box/pc | EPSON Ribbon Cartridge: Epson LQ 2190 | 5 | ₱1,300.00 | ₱6,500.00 |
| 108 | bxs. | CLUB CARBON Carbon paper, long,black | 4 | ₱235.00 | ₱940.00 |
| 109 | bxs. | STARMARK Continuous Form, 11x14.88, 3ply, carbonized | 6 | ₱1,365.00 | ₱8,190.00 |
| 110 | rolls | SUPERB Trash Bag large 26"x32" with 16 gallon capacity (10pcs/roll) | 30 | ₱199.00 | ₱5,970.00 |
| 111 | packs | WORX Specialty Paper/Certificate Paper 90gsm Short Size (white color) 100 sheets | 5 | ₱260.00 | ₱1,300.00 |
| 112 | packs | WORX Specialty Paper/Certificate Paper 90gsm Long Size (white color) 100 sheets | 5 | ₱335.00 | ₱1,675.00 |
| 113 | units | TOSHIBA 1TB storage capacity portable External solid drive (SSD), USB 3.2 Gen 2 Type-C Interface, Up to 1030 mb/s Data Transfer Speed | 3 | ₱5,999.00 | ₱17,997.00 |
| 114 | bxs. | PULL UP Table Napkin | 5 | ₱155.00 | ₱775.00 |
| 115 | pcs. | OFFICOM Ring Binder | 8 | ₱6.00 | ₱48.00 |
| 116 | pcs | E- 04S Plastic Long Folder Blue | 60 | ₱9.00 | ₱540.00 |
| 117 | dzn. | ADVANCE Clear Folder (assorted color) | 11 | ₱20.00 | ₱220.00 |
| 118 | bxs. | SPEEDO Index Tab | 10 | ₱80.00 | ₱800.00 |
| 119 | rolls | MASTER CV Akinto Master Roll B4 | 1 | ₱4,999.00 | ₱4,999.00 |
| 120 | pcs | DP Clutch | 2 | ₱6,000.00 | ₱12,000.00 |
| 121 | pcs | KAI SI TE Sticky Note (3x3) | 8 | ₱28.00 | ₱224.00 |
| 122 | unit | OFFICOM Binding Machine Heavy Duty for Long | 1 | ₱7,150.00 | ₱7,150.00 |
| 123 | pcs | OFFICOM Plastic Ring Binder Comb compatible for Binding Machine | 28 | ₱18.00 | ₱504.00 |
| 124 | box | KONICA MINOLTA Toner TN118 for DEVELOP Photocopier (2 bottles per box) | 1 | ₱1,300.00 | ₱1,300.00 |
| 125 | pcs | NUCLER Whistle Dolpin w/sling | 6 | ₱430.00 | ₱2,580.00 |
| 126 | btls | LOGESKI Toilet bowl cleaner, 500 ml | 6 | ₱215.00 | ₱1,290.00 |

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|-----|-------|--|----|---------|-----------|
| 127 | pcs | BATHROOM DEODORANT Toilet deodorizer | 12 | ₱130.00 | ₱1,560.00 |
| 128 | btls | VUNGUARD Dishwashing Liquid, big 250ml | 30 | ₱36.50 | ₱1,095.00 |
| 129 | btls | TILUOQUI Glass Cleaner | 1 | ₱270.00 | ₱270.00 |
| 130 | packs | QUAFF Laminating Film-long size | 3 | ₱700.00 | ₱2,100.00 |
| 131 | pcs | YOUNGS liquid hand soft 500 ml | 1 | ₱215.00 | ₱215.00 |
| 132 | pcs | NSS Extension wire, 5 meters | 2 | ₱380.00 | ₱760.00 |
| 133 | pcs | WISDOM ruler, 12 inch | 4 | ₱43.75 | ₱175.00 |

THREE HUNDRED FORTY-NINE THOUSAND SEVEN HUNDRED NINE AND 00/100 PESOS ONLY

₱ 349,709.00

Purchase of Office Supplies to be used in the Various Administrative Offices of BU Polangui

Details related to implementation shall be communicated with **Mr. Jovito R. Revilla**, end-user.

In case of failure to make the full delivery within the 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,

MARK KENEDY MARCOTES
Signature over Printed Name of Supplier
04/25/25
Date

MARY JOY B. CATANGUI
Dean, BU Polangui
Designation

Fund Cluster : tuulo 01
Funds Available : Open
CLAIRE M. ASUNCION
Budget Officer

ORS/BURS No. : 62-101101-2025-04-039
Date of the ORS/BURS: 04-24-2025
Amount : 349,709.00