



ISO 9001: 2015
SOCOTEC SCP000722Q

REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY
CLUSTER 1 BIDS AND AWARDS COMMITTEE
DARAGA, ALBAY
Email address: cluster1ba@bicolu.edu.ph

5/6/25



PURCHASE ORDER

Bicol University - COLLEGE OF EDUCATION

Supplier:	BIDWELL ENTERPRISES	PO No.	PO-CE-2025-018
Address:	Legazpi City	Date	April 29, 2025
TIN:	939-095-671-00000	Mode of Payment:	check

Please furnish this office the articles subject to the terms and conditions contained herein

Implementing Office:	BU College of Education	End-User:	JOHN MARK M. MAYOR
Place of Delivery:	BU College of Education	Delivery Term:	15-CD after receipt of Purchase Order
Date of Delivery:		Payment Term:	as billed

Item No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	A3 Paper Cutting Guillotine Board/Trimmer	1	11,290.00	11,290.00
2	ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm, long	200	320.00	64,000.00
3	ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm, A4	70	300.00	21,000.00
4	bot	Ink Brother T810W-Black	10	520.00	5,200.00
5	bot	Ink Brother T810W-Cyan	5	500.00	2,500.00
6	bot	Ink Brother T810W-Magenta	5	500.00	2,500.00
7	bot	Ink Brother T810W-yellow	5	500.00	2,500.00
8	bot	Ink Epson L5290 - black	8	350.00	2,800.00
9	bot	Ink Epson L5290 -Cyan	4	375.00	1,500.00
10	bot	Ink Epson L5290 -Magenta	4	375.00	1,500.00
11	bot	Ink Epson L5290 -yellow	4	375.00	1,500.00
GRAND TOTAL					116,290.00

*****ONE HUNDRED SIXTEEN THOUSAND TWO HUNDRED NINETY AND 00/100 PESOS ONLY*****

Supply and Delivery of Office Supplies for use in operations of BUCE frontline services, academic departments, curriculum development and regular programs

Supply & Delivery Condition:

1. Delivery of goods is required: **15-calendar days after receipt of Purchase Order (PO);**
2. Details related to implementation shall be communicated with **Dr. JOHN MARK M. MAYOR, 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 from every day of delay shall be imposed. Terms & conditions of this procurement shall be in accordance with the provisions of the Revised IRR of R.A. 9184, otherwise known as the Government Procurement Reform Act.

Very truly yours,

LORNA M. MIÑA, Ed.D
Dean

Conforme:
ARLET M. APULI
09283080326

Signature over Printed Name
Date: 5/9/25

Funds Available:		Supply Office Receipt by:
 AURORA L. LLAGUNO	ALOBS No. <u>02-101101-2025-05-068</u>	
Designated Budget Officer	Amount: <u>116,290.00</u>	Date: _____ Time: _____



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BICOL UNIVERSITY
COLLEGE OF EDUCATION
Daraga, Albay
Email: buce-dean@bicol-u.edu.ph



NOTICE OF AWARD

April 29, 2025

The Manager
BIDWELL ENTERPRISES
Legazpi City

Sir/Madam:

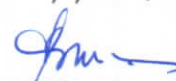
We are happy to notify you that your proposal under the contract "**Supply and Delivery of Office Supplies for use in operations of BUCE frontline services, academic departments, curriculum development and regular programs**" at the Contract Price of **One Hundred Sixteen Thousand Two Hundred Ninety and 00/100 Pesos Only (Php116,290.00)**, undertaken through Shopping under Section 52.1B of the 2016 Revised IRR of RA 9184, is hereby awarded you.

A Purchase Order shall be issued at the soonest possible time.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.

Thank you.

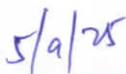
Sincerely yours,


DR. LORNA M. MIÑA
Dean, BUCE

Received by:


ARLETH A. APULI
09283060326

Signature above printed name


5/9/25

Date & Time of Receipt

Transaction No. **BUC1-2025-043**



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BICOL UNIVERSITY
COLLEGE OF EDUCATION
Daraga, Albay
Email: buce-dean@bicol-u.edu.ph



NOTICE TO PROCEED

April 4, 2025

The Manager
BIDWELL ENTERPRISES
Legazpi City

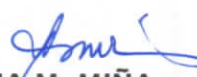
Sir/Madam:

The attached Contract having been approved, notice is hereby given to **BIDWELL ENTERPRISES** that performance on the **Supply and Delivery of Office Supplies for use in operations of BUCE frontline services, academic departments, curriculum development and regular programs** in the amount of **One Hundred Sixteen Thousand Two Hundred Ninety and 00/100 Pesos Only(Php116,290.00)** shall commence effective on the date of receipt of this Notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Contract and in accordance with the Schedule Requirements.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to Bicol University Cluster 1 BAC Office.

Sincerely yours,


DR. LORNA M. MIÑA
Dean, BUCE

Received by: 
ARLET M. APULI
09283060326

Signature above printed name


Date & Time of Receipt

Transaction No. **BUC1-2025-043**