

**PURCHASE ORDER**

Bicol University Polangui

Supplier : E & E NON-SPECIALIZED WHOLESALE TRADING		P.O. No. : PC-2025-025			
Address : Polangui, Albay		Date : September 8, 2025			
TIN : 607-840-106-00000		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	reams	HARDCOPY Bond Paper, Substance 20, Long Size	64	₱280.00	₱17,920.00
2	reams	HARDCOPY Bond Paper, Substance 20, Short Size	5	₱270.00	₱1,350.00
3	reams	HARDCOPY Bond Paper, Substance 20, A4 Size	10	₱275.00	₱2,750.00
4	boxes	Sign pen, blue 0.5	4	₱115.00	₱460.00
5	btls	BROTHER Printer Blank ink (Black, BT D60) 108 ml	6	₱500.00	₱3,000.00
6	btls	BROTHER Printer Magenta ink, (BT 5000)	4	₱500.00	₱2,000.00
7	btls	BROTHER Printer Cyan ink, (BT 5000)	4	₱500.00	₱2,000.00
8	btls	BROTHER Printer yellow ink, (BT 5000)	4	₱500.00	₱2,000.00
9	btls	Epson Black ink 003 (65ml)	10	₱350.00	₱3,500.00
10	btls	Epson Magenta ink 003 (65ml)	7	₱350.00	₱2,450.00
11	btls	Epson Cyan ink 003 (65ml)	7	₱350.00	₱2,450.00
12	btls	Epson Yellow ink 003 (65ml)	7	₱350.00	₱2,450.00
13	bxs	ARTLINE Whiteboard marker (blue)	3	₱700.00	₱2,100.00
14	btls	ARTLINE Whiteboard marker refill ink (blue) (30ml)	12	₱250.00	₱3,000.00
15	bxs	Vinyl paper clip (small) 33 mm (10pcs/box)	3	₱25.00	₱75.00
16	bxs	Vinyl paper clip (medium) 50 mm (10pcs/box)	3	₱26.00	₱78.00
17	ream	WORX Specialty Paper A4 size 90 gsm white	1	₱350.00	₱350.00
18	pcs	Certificate jacket A4 Size	30	₱55.00	₱1,650.00
19	pcs	Long brown envelope	40	₱8.00	₱320.00
20	bxs	HBW Blue ballpen	4	₱75.00	₱300.00
FIFTY THOUSAND TWO HUNDRED THREE AND 00/100 PESOS ONLY					₱50,203.00
Purchase of Office Supplies to be used in Electronics and Computer Engineering Department and Extension Activity					
Details related to implementation shall be communicated with Ms. Eunice Jane B. Doctor , 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,

Estrella
ELLA MARIE S. ESTILER
Signature over Printed Name of Supplier

Mary Joy B. Catangui
MARY JOY B. CATANGUI
Dean, BU Polangui
Designation

9/11/25
Date

Fund Cluster : F05

Funds Available : _____
Claire M. Asuncion
CLAIRE M. ASUNCION
Budget Officer

ORS/BURS No. : 02-200441-2875-69-144

Date of the ORS/BURS: 09-09-25

Amount : 50,203.00