

OFFICE OF THE AUDITOR
BICOL UNIVERSITY
LEGAZPI CITY

PURCHASE ORDER

Bicol University Polangui



Supplier : E & E NON-SPECIALIZED WHOLESALE TRADING	P.O. No. : PC-2025-024
Address : Polangui, Albay	Date : September 4, 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 Paper, multicopy, legal size, 80gsm/sub20	100	₱280.00	₱28,000.00
2	pcs	Side Chip – 3-inch Folio/Long File Folder Binder	75	₱150.00	₱11,250.00
3	pcs	Paper Clip, 33mm, 100pcs/box	10	₱27.00	₱270.00
4	pcs	Paper Clip. 50mm, 100pcs/box	10	₱30.00	₱300.00
5	bxs	Metal Binder Clip Paper Clamp, 51mm (2")	32	₱81.00	₱2,592.00
6	bxs	Metal Binder Clip Paper Clamp, 41mm (1-5/8")	20	₱65.00	₱1,300.00
7	bxs	Metal Binder Clip Paper Clamp, 32mm (1-1/4")	20	₱55.00	₱1,100.00
8	bxs	Sticky Notes, 4 in 1	30	₱83.00	₱2,490.00
9	bxs	Sticky Notes, 3x4 inch – 12 pads	20	₱205.00	₱4,100.00
10	bxs	Sticky Notes, 2x3 inch – 12 pads	20	₱140.00	₱2,800.00
11	bxs	Index Tabs (5 sets/1 set)	50	₱47.00	₱2,350.00
12	pcs	PVC Book Binding Cover Clear (Long size)	60	₱154.00	₱9,240.00
13	bxs	Staple Wire #35	30	₱77.00	₱2,310.00
14	btls	Ink, Epson 003, black	12	₱350.00	₱4,200.00
15	btls	Ink, Epson 003, cyan	9	₱350.00	₱3,150.00
16	btls	Ink, Epson 003, magenta	9	₱350.00	₱3,150.00
17	btls	Ink, Epson 003, yellow	9	₱350.00	₱3,150.00
18	pcs	Expandable Folder – Legal size	12	₱55.00	₱660.00
19	pcs	ARTLINE White Board Marker – Black	20	₱70.00	₱1,400.00
20	pcs	Record Book, 500 pages	30	₱50.00	₱1,500.00
21	pcs	FIREFLY LED Bulb 50 watts	12	₱330.00	₱3,960.00
22	pcs	8.5 in multi-purpose Scissors	12	₱130.00	₱1,560.00
23	pcs	ARTLINE Permanent Marker Broad Black	12	₱50.00	₱600.00
24	pcs	Ethyl Alcohol in galon	6	₱725.00	₱4,350.00
25	pcs	PILOT Signpen 1.0 blue	24	₱124.00	₱2,976.00

26	pcs	PILOT Signpen 0.5 blue	24	₱115.00	₱2,760.00
27	boxes	Vinyl Paper Clip, Regular	24	₱11.00	₱264.00
28	boxes	Vinyl Paper Clip, Jumbo	24	₱26.00	₱624.00
29	boxes	Double Binder Clip 1"	24	₱25.00	₱600.00
30	boxes	MONGOL Pencil #2	10	₱143.00	₱1,430.00
31	pcs	Heavy Duty Stapler with remover	6	₱240.00	₱1,440.00
32	pcs	Correction Tape 8M	12	₱28.00	₱336.00
33	pcs	50 meters Heavy Duty Cable Reel Extension Wire	2	₱2,770.00	₱5,540.00
34	pcs	Clear Tape Big ¾ x 50Y	48	₱19.00	₱912.00
35	pcs	Air Freshener Scented Gel (Ocean Escape)	8	₱225.00	₱1,800.00

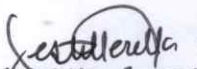
ONE HUNDRED FOURTEEN THOUSAND FOUR HUNDRED SIXTY-FOUR AND 00/100 PESOS ONLY					₱114,464.00
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Purchase of Office Supplies to be used in the College Student Affairs and Services Office and for the Institutional Accreditation of BU Polangui

Details related to implementation shall be communicated with Ms. Floradel S. Relucio and Mr. Ben L. Saminiano, 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:




ELLA MARIE S. ESTILBER

Signature over Printed Name of Supplier

09-09-25

Date


Very truly yours,



MARY JOY B. CATANGUI

Dean, BU Polangui

Designation

Fund Cluster : <u>705</u> Funds Available : _____ <div>  CLAIRE M. ASUNCION Budget Officer </div>	ORS/BURS No. : <u>02-200441 - 2025-09-158</u> Date of the ORS/BURS: <u>09-05-25</u> Amount : 114,464.00
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