



ISO 9001: 2015
SOCOTEC SCP000722Q

REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY
CLUSTER 1 BIDS AND AWARDS COMMITTEE
DARAGA, ALBAY
Email address: bu-cluster1bids@bicolu.edu.ph



PURCHASE ORDER

Bicol University - COLLEGE OF EDUCATION

Supplier:	FULL ATOM TRADING INC.		PO No.	PO-CE-2025-051	
Address:	Legazpi City		Date	September 9, 2025	
TIN:	776-455-305-000		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:	Dr. JOHN MARK MAYOR	
Place of Delivery:	BU College of Education		Delivery Term:	15-cd after receipt of P.O	
Date of Delivery:			Payment Term:	as billed	
Item No.	Unit	Description	Quantity	Unit Cost	Amount
1	gal	Alcohol, Ethyl, 1 Gal	10	290.00	2,900.00
2	bot	Epson Ink 003, Black	30	275.00	8,250.00
3	bot	Epson Ink 003, Cyan	30	275.00	8,250.00
4	bot	Epson Ink 003, Magenta	30	275.00	8,250.00
5	bot	Epson Ink 003, Yellow	30	275.00	8,250.00
6	bot	Brother Ink , BT5000C, Cyan	30	298.00	8,940.00
7	bot	Brother Ink , BT5000M, Magenta	30	298.00	8,940.00
8	bot	Brother Ink , BT5000Y, Yellow	30	298.00	8,940.00
9	bot	Brother Ink , BT6000C, Black	30	288.00	8,640.00
10	pc	Rubber Number Stamp Numbering Stamp 16 Digits numeric rolling accs adjustable Date stamper wheels rollers for date document	1	850.00	850.00
11	box	Clip, Backfold, 19mm	21	28.00	588.00
GRAND TOTAL					72,798.00
***SEVENTY-TWO THOUSAND SEVEN HUNDRED NINETY-EIGHT AND 00/100 PESOS ONLY ***					

Supply and Delivery of Office Supplies for 3rd Quarter use of BUCE Offices

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 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:
 Signature over Printed Name
 Date: 9/12/25

Funds Available:			Supply Office Receipt by:
AURORA L. LLAGUNO	ALOBS No. 02-206441-2025-09-0704		
Designated Budget Officer	Amount: 72,798	Date:	Time:

