



BICOL UNIVERSITY
CLUSTER 1 BIDS AND AWARDS COMMITTEE
Daraga, Albay
Email: bucm-dean@bicol-u.edu.ph



PURCHASE ORDER
Bicol University -College of Medicine

Supplier:	NEW EVANESS EDUCATIONAL SUPPLY & GENERAL MERCHANDISE	PO No.	PO-CM-2025-079
Address:	Legazpi City	Date	December 12, 2025
TIN:	116-917-605-00000	Mode of Payment:	check

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

Implementing Office:	BU College of Medicine	End-User:	JERELYN B. ADVIENTO
Place of Delivery:	BU College of Medicine	Delivery Term:	7-CD after receipt of P.O
Date of Delivery:		Payment Term:	as billed

Item No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Certificate holder, a4	300	35.00	10,500.00
2	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	10	20.40	204.00
3	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	10	28.20	282.00
4	pc	Data File Box, made of chipboard, with Closed ends	30	160.00	4,800.00
5	pack	Folder, long, ordinary, white	10	490.00	4,900.00
6	box	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm, long (5 Teams/box)	35	1,287.50	45,062.50
7	pack	PHOTO PAPER, Glossy, A4, 10pcs/pack	15	79.00	1,185.00
8	pc	Official-Record Book 8.5 x 11 inches 500 pages	15	243.20	3,648.00
9	box	Pencil with eraser no.2 12's	5	132.00	660.00
10	box	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	5	267.60	1,338.00
11	pc	Scissors 8.25 inches	5	64.35	321.75
12	unit	Metal Tray Desk Organizer (legal size) 3 layer	12	498.00	5,976.00
13	Unit	Paper cutter a4	1	930.00	930.00
14	box	Carbon paper 100 sheets/box	1	980.00	980.00
15	pc	Date stamp with received	3	685.00	2,055.00
16	pc	Ready made Certified true copy stamp	3	265.00	795.00
17	pc	Ready made Approved stamp	1	265.00	265.00
18	pc	Cork Board with frame Size: 60cm x 90 cm	1	948.75	948.75
19	pc	White Board with frame Size: 60cm x 90 cm	1	890.00	890.00
20	bot	Ink 003, black	75	429.00	32,175.00
21	bot	Ink 008, black	25	1,343.00	33,575.00
22	set	Rechargeable Battery with charger Rechargeable Battery 18650 19800mah 3.7V Li-ion High Capacity	4	720.00	2,880.00
23	can	Air Freshener Fresh & Cool Fresh & Floral Fresh & Light 300ml Aerosol Spray	20	155.00	3,100.00
24	box	Surgical Face Mask 50's	20	85.00	1,700.00
25	box	Surgical latex gloves	20	305.00	6,100.00
26	pack	Kitchen towel/tissue jumbo twin 2ply 70 pulls	10	211.00	2,110.00
GRAND TOTAL					167,381.00

***ONE HUNDRED SIXTY-SEVEN THOUSAND THREE HUNDRED EIGHTY-ONE PESOS ONLY ***

Supply and Delivery of Office Supplies for use in BUCM Dean's Office and MEU

Supply & Delivery Condition:

1. Delivery of goods is required : 7-calendar days after receipt of Purchase Order (PO);
2. Details related to implementation shall be communicated with **DR. JERELYN B. ADVIENTO, 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,

Dr. OFELIA SAMAR-SY
Dean, BUCM

Conforme: **MA. ROWENA B. REYNOSO**

Signature over Printed Name
Date: 12/12/25

Funds Available:

AURORA L. LLAGUNO ALOBS No. 02-102101-2025-12-196
Designated Budget Officer Amount: 167,381

Supply Office Receipt
by:

Date: Time: