

PURCHASE ORDER

Bicol University Polangui

BU POLANGUI SUPPLY OFFICE
BICOL UNIVERSITY
LEGAZPI CITY
B2225
RECEIVED

Supplier : SQUARE ONE NON-SPECIALIZED WHOLESALE TRADING Address : Legazpi City TIN : 422-922-037-00004	P.O. No. : PC-2025-060 Date : December 23, 2025 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 Date of Delivery :	Delivery Term : 30 days after receipt of PO Payment Term : as billed				
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	unit	TCL 2 HP Split-Type Air Conditioner with free installation Unit Dimension (WxHxD) Indoor: 889x215x299mm Unit Dimension (WxHxD) Outdoor: 790x548x285mm Gross Dimension (WxHxD) Indoor: 950x290x375mm Gross Dimension (WxHxD) Outdoor: 913x622x371mm Net Weight (kg) Indoor: 10.2kg Net Weight (kg) Outdoor: 30.1kg Gross Weight (packed) Indoor: 11.6kg Gross Weight (packed) Outdoor: 32.3kg Cooling Area (sq. meters): 31-32 sqm Speed Cooling: Fast Cooling Watts: 1760W	3	₱45,000.00	₱135,000.00
2	unit	FABRICATED Student Lockers Dimension (HxWxD): 186x92x42cm Weight: 52kg Material: All-metal cabinet (cold-rolled steel with powder-coated finish) Configuration: 18 separate locker compartments (doors), each lockable. Color: White	3	₱27,000.00	₱81,000.00
3	unit	Steel Cabinet (4 drawers) Fabricated Dimension (HxWxD): 133x90x45cm Weight: 51kg Number of Drawers/Layers: 4 drawers/layers for filing/ storage Color: White	7	₱18,500.00	₱129,500.00
4	unit	FABRICATED Steel Cabinet (2 drawers) Dimension (HxWxD): 87.6x100x45.7cm Material: Steel body, powder-coated finish Number of Drawers: 2 lockable drawers + 1 lower compartment with shelf + sliding steel doors with lock	2	₱15,500.00	₱31,000.00

5	unit	VENDO HUB Tissue Vending Maching (5 layers) with free installation Dimension: W-600mm x D-300mm x H-1500mm Weight: 60-80kg Capacity per layer: 200-500 Power: AC 100-240V, 50/60Hz internal 12V DC supply Dispensing mechanism: motorized stepper + custom blade/roller + IR sensor for single-item separation Payments: Coin validator Materials: Exterior stainless steel 304, interior ABS/Food-grade plastic, viewing window tempered glass/polycarbonate	1	₱77,500.00	₱77,500.00
6	unit	Portable Speaker with Wireless Microphone KEVLER EON-15HP 450Amp Power, 15 Inches 8 Ohms, Bluetooth Audio Sound Portable Trolley Speaker	1	₱33,000.00	₱33,000.00

FOUR HUNDRED EIGHTY-SEVEN THOUSAND AND 00/100 PESOS ONLY

₱ 487,000.00

Purchase of the following Office Equipment to be used in the BU Polangui Nursing Department

Details related to implementation shall be communicated with **Ms. Maria Ardhail D. Ragodon**, 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:

MARY JOY B. CATANGUI
Signature over Printed Name of Supplier

12-23-25
Date

Very truly yours,

MARY JOY B. CATANGUI

Dean, BU Polangui

Designation

12-23-25

Fund Cluster : Two OT

Funds Available :

CLAI
CLAI M. ASUNCION
Budget Officer

ORS/BURS No. : 02.206441.00T-12.23

Date of the ORS/BURS: 12-23-2025

Amount : 487,000.00