


**LETTER ORDER  
BICOL UNIVERSITY**

DATE: 01-05-26  
BY: 

Supplier:	<b>BENGX PRINT GRAPHIC &amp; ARCHITECTURAL SERVICES</b>	L.O. No.	<b>GDS-2025-571</b>
Address:	Rizal St., Cabangan, Legazpi City	Date:	December 15, 2025
TIN:	235-385-514-00000	Mode of Procurement:	Negotiated Proc. Under Small Value Procurement (Section 53.9)

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery :	Delivery Term : Thirty (30) cd after receipt of Letter Order
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Date of Delivery :	Payment Term : as billed
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Item No.	Unit	Description	Quantity	U/Price	TOTAL
1	pcs.	2026 Desk Calendar Standee Measurement: 6.5 in. x 8 in. x 4 in. Material: Glossy at least 350 gsm	80	300.00	24,000.00
2	pcs.	Towels Size: 70 in. x 140 in. Material: Cotton, Super Absorbent, Plain White Color	40	300.00	15,000.00
		Material: Cotton, Super Absorbent, Plain Purple Color With Embroidered Design at the Lower Right Side	10		
3	pcs.	Customized Certificate Folder Measurement: 9 in. x 12 in. Material: Glossy, 300 gsm With one (1) inner pocket, right side Color: Blue (hex code #3e7cb1)	100	250.00	25,000.00
4	pcs.	Customized Mouse Pads (25 pcs per design) Size: 18 cm. x 22 cm., 5mm thickness Material: Non-Slip Rubber Base, Washable Design	50	150.00	7,500.00
5	ream	Customized Writing Pads (500 sheets per design) A4 Size, White paper material, 70 gsm	2	2,000.00	4,000.00
6	pcs.	Customized Eco Bag (25 pcs per color) Size: 12 in. x 15 in. (expandable) Material: Durable, Non-Woven Fabric, Flat Type, D Cut Handle, One Side Colored Print	100	148.00	14,800.00

End User will provide soft copy of designs  
(please see attached sheets)

**NINETY THOUSAND THREE HUNDRED AND 00/100 PESOS ONLY**      **PHP 90,300.00**

**\*\*\*PROVISION OF LABOR AND MATERIALS FOR TOKENS FOR LEARNING SERVICE PROVIDERS (LPs), PARTICIPANTS AND GUEST IN VARIOUS HRMDO ACTIVITIES\*\*\***

**Service Delivery Conditions:**

- Service provider shall provide sufficient manpower and materials needed for the delivery of goods and services;
- Details related to implementation shall be communicated with **Ms. Christine Z. Belgica**, end-user.

Bicol University has approved the rate by the service provider for the supply of the goods and services in the sum of **NINETY THOUSAND THREE HUNDRED AND 00/100 PESOS ONLY (Php90,300.00)** to be known as the contract price.

It is understood that the contract shall be complied by you on the date specified above. Terms & conditions relative to the implementation of this contract shall be in accordance with the provisions of the Revised IRR of R.A. 9184, otherwise known as the Government Procurement Reform Act.

Please signify your acceptance of this contract and your conformity with the terms and conditions by signing the acceptance and conformity

Conforme:

  
AR. JOEL M. BENGCO JR.

Signature over printed name


12/26/25  
Date

Very truly yours,

  
CYRUS A. BARRAMEDA

Vice-President for Admin. and Finance

Fund Cluster : **F01**  
Funds Available : **₱ 90,300.00**

  
**MARIA LADY M. LLOVIT**  
Designated Budget Officer

ORS/BURS No. : 02-101101-2025-12-1969  
Date of the ORS/BURS: 12/19/2025  
Amount : ₱ 90,300.00