

**PURCHASE ORDER**

Bicol University Polangui

OFFICE OF THE AUDITOR  
BICOL UNIVERSITY  
LEGAZPI CITY  
**RECEIVED**  
04-29-25

Supplier : SQUARE ONE NON-SPECIALIZED WHOLESALE TRADING	P.O. No. : PC-2025-009
Address : Legazpi City	Date : April 14, 2025
TIN : 422-922-037-00004	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	Office Master Bond Paper short 80gsm (8.5x11)	11	₱218.00	₱2,398.00
2	reams	Office Master Bond Paper A4 80gsm (210x297)	11	₱220.00	₱2,420.00
3	reams	Office Master Bond Paper long 80gsm (8.5x13)	150	₱225.00	₱33,750.00
4	packs	Office Master Specialty Paper long 200 GSM (Pale Cream)	10	₱65.00	₱650.00
5	btls	Epson L14150 ink 001 Black	10	₱325.00	₱3,250.00
6	btls	Epson L14150 ink 001 Yellow	8	₱325.00	₱2,600.00
7	btls	Epson L14150 ink 001 Magenta	8	₱325.00	₱2,600.00
8	btls	Epson L14150 ink 001 Cyan	8	₱325.00	₱2,600.00
9	btls	Brother - BTD60BK	10	₱525.00	₱5,250.00
10	btls	Brother - BT5000Y	8	₱525.00	₱4,200.00
11	btls	Brother - BT5000C	8	₱525.00	₱4,200.00
12	btls	Brother - BT5000M	8	₱525.00	₱4,200.00
13	btls	Epson L3150 ink 003 Black	10	₱550.00	₱5,500.00
14	bxs	Office Master refillable pen (Blue)	5	₱300.00	₱1,500.00
15	bxs	Office Master pen (Blue)	2	₱130.00	₱260.00
16	dzn	Expanded Folder - Green	7	₱220.00	₱1,540.00
17	pcs	Toner for Kyocera (ECOSYS M4125idn)	3	₱10,300.00	₱30,900.00
18	pcs	HBW Correction Tape	19	₱65.00	₱1,235.00
19	packs	KAMI 2 Ply Tissue Paper 12s (12 rolls)	6	₱230.00	₱1,380.00
20	pcs	Aerosol Air Freshener (solid)	5	₱207.00	₱1,035.00
21	pcs	HBW Scissors (6")	6	₱65.00	₱390.00
22	pcs	HBW Stapler big HD	6	₱350.00	₱2,100.00
23	bxs	Pilot White Board Marker - black	6	₱180.00	₱1,080.00
24	rolls	Office Master Scotch Tape no. 2 1"	5	₱50.00	₱250.00
25	rolls	Office Master Scotch Tape no. 2 2"	5	₱87.00	₱435.00
26	rolls	Office Master Masking Tape no. 2 1"	5	₱60.00	₱300.00
27	rolls	Office Master Masking Tape no. 2 2"	5	₱110.00	₱550.00
28	rolls	Office Master Double-Sided Tape 1"	5	₱60.00	₱300.00
29	rolls	Office Master Double-Sided Tape 2"	5	₱125.00	₱625.00
30	btls	Sabon Depot Bathroom Cleaner (30 oz)	4	₱180.00	₱720.00

	gal	Zest Moisturizing Hand Soap Green Tea anti-bacterial 1000ml	5	₱300.00	₱1,500.00
	pcs	Zest Dishwashing Liquid (Lemon) 1000ml	6	₱210.00	₱1,260.00
	pcs	Zest Dishwashing Sponge	20	₱40.00	₱800.00
	btls	HBW White Glue 200 grams	3	₱94.00	₱282.00
35	bxs	Office Master Binder Clip Gator 1 5/8 41mm black	10	₱96.00	₱960.00
36	bxs	Office Master Binder Clip 51mm black	10	₱95.00	₱950.00
37	bxs	Office Master Pencil Eraser	1	₱180.00	₱180.00
38	pcs	Office Master File Box	8	₱105.00	₱840.00
39	pack	Office Master Laminating Film A4 250 micron	1	₱660.00	₱660.00
40	pcs	OMNI Extension Cord Set with Universal Outlet & Switch	6	₱1,150.00	₱6,900.00

**ONE HUNDRED THIRTY-TWO THOUSAND FIVE HUNDRED FIFTY AND 00/100 PESOS ONLY**

**₱ 132,550.00**

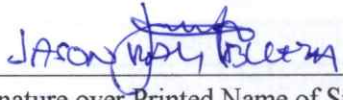
*Purchase of Office Supplies to be used at Nursing Department Building*


Details related to implementation shall be communicated with **Ms. Brenda P. Yapchiongco**, 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:


Very truly yours,

  
 Signature over Printed Name of Supplier  
APRIL 15, 2025  
 Date

  
**MARY JOY B. CATANGUI**  
 Dean, BU Polangui  
 Designation

Fund Cluster : FUND 05

Funds Available : \_\_\_\_\_

  
**CLAIRE M. ASUNCION**  
 OIC, Budget Officer

ORS/BURS No. : 02-200441-2025-04-052F

Date of the ORS/BURS: 04-15-2025

Amount : 132,550.00