

**PURCHASE ORDER**  
**MARIANO MARCOS STATE UNIVERSITY**  
 City of Batang 2906 Ilocos Norte

Supplier : **JOSHUA & CALIB GENERAL MERCHANDISE**

Address : Laoag City

TIN : 926-526-868-000

P.O. No. : 01101101-2022-05-292

Date : May 18, 2022

Mode of Procurement: Public Bidding

Gentlemen:

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

PR No. 2021-11-322 (01101101) - General Use/P Paston

Place of Delivery : MMSU, City of Batang

Delivery Term : FOB Destination

Date of Delivery : Within 30 calendar days upon receipt of NTP

Payment Term : N/30

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Procurement of Commonly-Used Supplies for the University</b>			
60121413-CB-P02	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size	176		
60121413-CB-P01	piece	CLEARBOOK, 20 transparent pockets, for A4 size	115		
60121534-ER-P01	piece	ERASER, PLASTIC OR RUBBER, for pencil draft/writing	136		
60121524-SP-G01	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	2,397		
60121524-SP-G02	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	1,020		
60121524-SP-G03	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	324		
26111702-BT-A02	pack	BATTERY, Dry Cell, AA, 2 pieces per blister pack	737		
26111702-BT-A01	pack	BATTERY, Dry Cell, AAA, 2 pieces per blister pack	641		
26111702-BT-A03	pack	BATTERY, Dry Cell, D, 1.5 volts, alkaline, 2 pieces per blister pack	27		
52161535-DV-R01	unit	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	7		
43201827-HD-X02	piece	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	111		
31151804-SW-S01	box	STAPLE WIRE, STANDARD, (26/6)	527		
31201517-TA-P01	roll	TAPE, PACKAGING, width: 48mm (Â±1mm), usable length: 50 meters	119		
31201512-TA-T01	roll	TAPE, TRANSPARENT, width: 24mm (Â±1mm), usable length: 50 meters	520		
31201512-TA-T02	roll	TAPE, TRANSPARENT, width: 48mm (Â±1mm), usable length: 50 meters	147		
31201503-TA-M02	roll	TAPE, MASKING, with: 48mm (Â±1mm), usable length: 50 meters	118		

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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
31201503-IA-M01	roll	TAPE, MASKING, width: 24mm (Â±1mm), usable length: 50 meters	74		
44101602-PB-M01	unit	BINDING AND PUNCHING MACHINE, binding cap: 50mm	8		
44101807-CA-C01	piece	CALCULATOR, compact, 12 digits	25		
44122105-BF-C03	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12pcs/box	333		
44122105-BF-C04	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 12pcs/box	299		
44121612-BL-H01	tube	CUTTER BLADE, for heavy duty cutter, 10pcs/tube	69		
44121612-CU-H01	piece	CUTTER KNIFE, for general purpose	105		
44111515-JF-B01	piece	DATA FILE BOX, made of chipboard, with closed ends	310		
44122011-JF-F01	piece	DATA FOLDER, made of chipboard, taglia lock (1xwxh) (380mm x 75mm x 230mm)	545		
44103202-DS-M01	piece	DATING AND STAMPING MACHINE, heavy duty	15		
44121506-EN-X01	box	ENVELOPE, EXPANDING, KRAFTBOARD, thick, for legal size doc, 100 pieces per box	51		
44121506-EN-M02	box	ENVELOPE, MAILING, white, 70gsm (-5%), 500 pieces per box	28		
44122118-FA-P01	box	FASTENER, METAL, 70mm between prongs, 50 sets per box	289		
44122011-FO-T04	pack	FOLDER, w/ TAB, for legal size documents, 100 pieces per pack, 14pts	128		
44122008-IT-T01	box	INDEX TAB, self-adhesive, transparent	106		
44111515-MF-B02	piece	MAGAZINE FILE BOX, Large size, made of chipboard	97		
44121708-MF-B02	piece	MARKER, PERMANENT, bullet type, blue	291		

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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
44121708-MP-B03	piece	MARKER, PERMANENT, bullet type, red	155		
44121708-MW-B01	piece	MARKER, Whiteboard, black, felt tip, bullet type	806		
44121708-MW-B02	piece	MARKER, Whiteboard, blue, felt tip, bullet type	116		
44121708-MW-B03	piece	MARKER, whiteboard, red, felt tip, bullet type	151		
44122104-PC-G01	box	PAPER CLIP, vinyl/plastic coated, length:33mm min, 100 pieces per box	413		
44122104-PC-J02	box	PAPER CLIP, vinyl/plastic coated, length:50mm min, 100 pieces per box	619		
44101603-PS-M01	unit	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	2		
44121706-PE-L01	box	PENCIL, lead, w/ eraser, wood cased hardness:HB or 2, 1 dozen per box	207		
44121619-PS-M01	piece	PENCIL SHARPENER, manual, single cutter head	38		
44101602-PU-P01	piece	PUNCHER, paper, heavy duty, with two hole guide	52		
44122101-RU-B01	box	RUBBER BAND, 70mm min lay flat length (no. 18), 350 grams (min) (net weight)	88		
44121618-SS-S01	pair	SCISSORS, symmetrical, blade length: 65mm min	109		
44121613-SR-P01	piece	STAPLE REMOVER, PLIER-TYPE, metal	108		
44121613-ST-S01	piece	STAPLER, STANDARD TYPE, 200 staples min	101		
44121605-JD-T01	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	49		
44122027-FO-P01	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100 pieces per box, white	46		

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14111514-NP-S03	pad	NOTE PAD, STICK ON, 76mmx76mm (3"x3") min, 100sheets per pad	325		
14111514-NP-S04	pad	NOTE PAD, STICK ON, 76mm x 100mm (3" x 4") min, 100sheets per pad	239		
14111514-NP-S02	pad	NOTEPAD, STICK-ON, 50mmx76mm (2"x3") min, 100 sheets per pad	452		
14111507-PP-C02	ream	PAPER, Multi-Purpose (COPY) Legal, 70gsm	965		
14111507-PP-M01	ream	PAPER, Multicopy, 80gsm, size:210mmx297mm (A4 size)	2,400		
14111507-PP-M02	ream	PAPER, Multicopy, 80gsm, size:216mmx330mm (Legal Size)	2,359		
14111531-RE-B01	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	231		
14111531-RE-B02	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	232		
44103105-EP-B17	Cart	INK CART, EPSON C13T664100 (T6641), Black, w/ EPSON GENUINE seal	551		
44103105-EP-C17	Cart	INK CART, EPSON C13T664200 (T6642), Cyan, w/ EPSON GENUINE seal	229		
44103105-EP-M17	Cart	INK CART, EPSON C13T664300 (T6643), Magenta, w/ EPSON GENUINE seal	229		
44103105-EP-Y49	Cart	INK CART, HP CH568A (HP82) Yellow	2		
44103105-EP-Y17	Cart	INK CART, EPSON C13T664400 (T6644), Yellow, w/ EPSON GENUINE seal	239		
44103112-EP-R13	Cart	RIBBON CART, EPSON C13S015632, Black, for LX-310	40		
44103103-HP-B12	Cart	TONER CART, HP CB435A, Black	3		

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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
44103103-HP-B27	Cart	TONER CART, HP CE410A, (HP305), Black	1		
44103103-HP-C27	Cart	TONER CART, HP CE411A, (HP305), Cyan	1		
44103103-HP-Y27	Cart	TONER CART, HP CE412A, (HP305), Yellow	1		
44103103-HP-M27	Cart	TONER CART, HP CE413A, (HP305), Magenta	1		
PL-173-002	pack	ACETATE, A4, Clear Vinyl (10 sheets/pack)	40		
ITP-078-045	piece	USB PORT, 4 powered USB 3.0 HUB w/ individual power & switches & led	2		
ICT-176-020	piece	FLASH DRIVE, 64GB Capacity	3		
OSD-112-062	piece	BALLPEN, black	933		
OSD-112-064	piece	BALLPEN, red	41		
OSD-112-065	piece	BALLPEN, blue	76		
OSD-112-045	piece	BARONIAL ENVELOPES, 7", white	500		
OSD-112-182	pack	BATTERY, 9V, Alkaline packs of 12	17		
OSD-112-078	piece	BRISTOL BOARD OR CHIP BOARD, pre-cut A3 (297x420mm)	70		
OSD-112-005	piece	CALCULATOR, Scientific, 2-way power, Display type: 31x96DOT	15		
OSD-112-081	roll	CELLULOID, Clear, 4 ft., X 50 mtrs., gauge no. 26	19		
OSD-112-084	pack	CERTIFICATE PAPER, Laid Paper, 8.5x11, 185gsm, 10sheets/pck	10		
OSD-112-271	piece	CLEAR PLASTIC ENVELOPE, with plastic button, for legal size documents, size: 8.5" x 13", color: transparent	100		
OSD-112-255	piece	COMPACT DISC, rewritable	150		

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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
OSD-112-009	piece	COMPUTER/OFFICE CHAIR, Heavy duty, swivel type, adjustable height, with adjustable armrest, thick cushions	10		
OSD-112-189	piece	CORRECTION PEN, fine point	16		
OSD-112-010	piece	CUTTER, paper cutter, wooden base, A3	6		
OSD-112-190	piece	DOCUMENT PAPER TRAY, 3 layer, desk file organizer	70		
OSD-112-093	piece	EXPANDING ENVELOPE, legal size, personalized with MMSU logo	277		
OSD-112-050	piece	FLASH DRIVE, 64 gb, ultra USB Drive (OTG) for Android and IOS	6		
OSD-112-256	piece	FLASH DRIVE, 3.0, 32GB	3		
OSD-112-098	piece	FOLDER, Expanded, A4, white	300		
OSD-112-100	piece	FOLDER PRESSBOARD, 240mm x 370mm white	125		
OSD-112-106	pack	INDEX STICKER LABEL STICKY NOTE, mark tabs / divider, arrow shape	72		
OSD-112-257	piece	KEYBOARD, USB wired	57		
OSD-112-167	pack	LABEL STICKER, A4 size, Art MB 2867, 48x16.6mm, 68 labels/sheet, 10's/pck	1		
OSD-112-107	pack	LAMINATING FILM, A4 size/100/pck	6		
OSD-112-202	box	LAMINATING FILM, 250 microns, 80mmx110mm, 100 pcs./box	2		
OSD-112-258	piece	MOUSE, Wireless Bluetooth	21		
OSD-112-028	unit	MULTIFUNCTION INKTANK PRINTER, Print, scan and copy functions, Borderless Printing (4R Photos), Print speeds of up to 33 ppm, Very small footprint, High page yields of 4,500 (black) and 7,500 (colour) with ink	3		

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OSD-112-263	pack	PAPER LINEN FINO, 8.5" x 11", white, 120gsm, 10's per pack	30		
OSD-112-123	piece	PEN, OHP, bullet type, 0.8 fine point, black, permanent	12		
OSD-112-124	box	PENCIL LEAD, no. 2, with eraser, 1 dozen per box	11		
OSD-112-250	pack	PHOTO PAPER, glossy, 10pcs/pack	131		
OSD-112-209	pack	PHOTO PAPER, letter size, 10pcs/pck	2		
OSD-112-210	pack	PHOTO PAPER, matte, 10pcs/pack	8		
OSD-112-211	pack	PHOTO STICKER, transparent/clear, A4 size, 70gsm, 10sheets/pack	33		
OSD-112-130	piece	PUNCHER, 2 hole, 7 cm, 25 sheets Heavy duty w/ paper gauge	5		
OSD-112-134	pack	PVC BOOKBINDING COVER, legal, 100's	19		
OSD-112-133	pack	PVC BOOKBINDING COVER, A4, 100's	14		
OSD-112-138	roll	RIBBON, 1/2 inch width, green	3		
OSD-112-223	piece	RING BINDER, 25mmx1.2m (1")	57		
OSD-112-218	piece	RING BINDER, 14mmx1.2m	40		
OSD-112-219	pack	RING BINDER, 16mmx1.2m	20		
OSD-112-216	piece	RING BINDER, 24mmx1.2m (1"), flat	40		
OSD-112-222	piece	RING BINDER, 22mmx1.2m	15		
OSD-112-266	piece	RING BINDER, 50mm (2")	20		
OSD-112-141	piece	RING BINDER, 1.5 inch, plastic	24		
OSD-112-259	box	RJ45, CAT5E/CAT6, 100 pieces per box	8		
OSD-112-228	piece	RULER, steel, 12"	39		
OSD-112-230	piece	SIGN PEN, V10 grip, 1.0mm, black	146		

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OSD-112-145	piece	SIGN PEN, ink gel, black, 7mm	106		
OSD-112-231	piece	SIGN PEN, GREEN, 0.5mm needle tip	29		
OSD-112-151	box	STAPLE WIRE, heavy duty, 23/10	11		
OSD-112-153	box	STAPLE WIRE, heavy duty, 23/23	1		
OSD-112-150	box	STAPLE WIRE, heavy duty, 23/6	1		
OSD-112-058	piece	STAPLER, Long arm, 12 inches	3		
OSD-112-156	pack	STICKER PAPER, A4, 10pcs/pck	201		
OSD-112-272	pack	STICKER PAPER, matte, 8.5x13, 10pcs/pck	32		
OSD-112-237	roll	TAPE, Double-sided, White, 1"	112		
OSD-112-185	roll	TAPE, binding, 12mm, 10m, black	56		
OSD-112-249	roll	TAPE, Binding, 48mm, 10m, black	68		
OSD-112-158	roll	TAPE, double sided, 1/2"	28		
OSD-112-186	roll	TAPE, binding, 48mm, 10m, blue	11		
OSD-112-235	roll	TAPE, Binding, 48mm, 10m, green	12		
OSD-112-164	roll	TAPE, Binding, 36mm, 10m, yellow	10		
OSD-112-236	roll	TAPE, Binding, 48mm, 10m, red	5		
OSD-112-159	roll	TAPE, double-sided, foam, 1"	2		
OSD-112-174	pack	VINYL STICKER, A4 size, 10 sheets/pack	50		
OSD-112-054	piece	WALL CLOCK, Metal wall clock with wooden balls 1ftx1ft, Heavy duty	8		
OSD-112-043	set	WIRELESS KEYBOARD AND MOUSE, Full-size, durable, simple, spill resistant design, 10 meters / 33 feet wireless range connection   type: non-unifying protocol (2.4GHz) with Nano USB receiver   Wireless range : 10 meters / 33 feet Low-profile keys / Adjustable keyboard height   Special keys : 15 function keys accessible through "fn" key   sensor technology: advanced optical tracking	12		
PPS-181-010	bottle	HP INK, for GT51 (Black)	10		



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PPS-181-011	bottle	HP INK, for GT52 (Cyan)	5		
PPS-181-012	bottle	HP INK, for GT52 (Magenta)	5		
PPS-181-013	bottle	HP INK, for GT52 (Yellow)	5		
PPS-181-061	bottle	INK, EPSON 003, Magenta, w/ EPSON GENUINE seal	283		
PPS-181-062	bottle	INK, EPSON 003, Cyan, w/ EPSON GENUINE seal	282		
PPS-181-063	bottle	INK, EPSON 003, Yellow, w/ EPSON GENUINE seal	283		
PPS-181-064	bottle	INK, EPSON 003, Black, w/ EPSON GENUINE seal	613		
PPS-181-015	Cart	INK, Lucia TD ink PFI-8120 Black (130ml), Canon TM 5300	8		
PPS-181-016	Cart	INK, Lucia TD ink PFI-8120 MBK (130ml), Canon TM 5300	5		
PPS-181-017	Cart	INK, Lucia TD ink PFI-8120 CYAN (130ml), Canon TM 5300	5		
PPS-181-018	Cart	INK, Lucia TD ink PFI-8120 MAGENTA (130ml), Canon TM 5300	5		
PPS-181-019	Cart	INK, Lucia TD ink PFI-8120 YELLOW (130ml), Canon TM 5300	5		
PPS-181-069	set	INK, MFCJ2310, black LC565XL--Yellow, Magenta, Cyan	1		
PPS-181-025	bottle	INK BROTHER, BT D60BK, Black	101		
PPS-181-028	bottle	INK BROTHER, BT 5000C, cyan	52		
PPS-181-026	bottle	INK BROTHER, BT 5000Y Yellow	52		
PPS-181-027	bottle	INK BROTHER, BT 5000M, Magenta	52		
PPS-181-048	Cart	TN220C, (cyan)	1		
PPS-181-049	Cart	TN220K, Black	2		

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PPS-181-050	Cart	TN220M, (magenta)	1		
PPS-181-051	Cart	TN220Y, (yellow)	2		
PPS-181-053	Cart	TONER, for Brother DCP L2540DW	10		
PPS-181-068	Cart	TONER CART, HP (CF256A) M436 (black)	2		
PPS-181-054	Cart	TONER CART, Brother, DCP 1615NW (TN1000), BLACK	3		

(Total Amount in Words): **Four Million Five Hundred Thirty-Four Thousand Eight Hundred Fifty-Four Pesos Only**

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,

  
**GLORIA A. AEGAR**  
 Signature over Printed Name of Supplier

  
**SHIRLEY C. AGRUPIS**  
 President

**05 - 19 - 22**  
 Date

Fund Cluster : 01101101

ORS/BURS No. : \_\_\_\_\_

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

Date of the ORS/BURS: \_\_\_\_\_

**IMELDA MCORPUZ**  
 Chief, Accounting Office

Amount : \_\_\_\_\_