PURCHASE ORDER

DPWH-CATANDUANES DISTRICT ENGINEERING OFFICE

25GFH0005 - Supply and Delivery of I.T. Equipment, Furniture and Fixture, Office Equipment, Office Supplies, I.T. Consumables, and Janitorial Supplies for CY 2025 for use in DPWH Catanduanes District Engineering Office, San Isidro Village, Virac, Catanduanes

Supplier: **BESTFRIEND'S CYBERNET ENTERPRISES** — P.O No. 2025-05-006
Address: Sta. Elena, Virac, Catanduanes — Date: May 27, 2025
Tin No. 190-065-447-000 — Mode of Procurement: PUBLIC BIDDING

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

Place of Delivery: DPWH Catanduanes District Engineering Office — Delivery Term: 30 calendar days
Date of Delivery: Within 30 cd upon receipt of NTP — Payment Term:

Stock/ Property No.	Unit	DESCRIPTION	QTY.	Unit Cost	Amount
I.T. EQUIPMENT					
1	unit	Uninterruptible Power Supply (UPS), 1000VA/600W 230V-Input/Output Voltage; 4 power output/connectors, Built-in AVR, Auto Self-Test (built-in), the supplier must provide 1 year warranty for parts & on-site labor	15	7560	113,400.00
FURNITURE & FIXTURE					-
1	unit	Executive Chair, leather, high back, gas lift, upholtered with tilting and reclining backrest, swivel base and leather finish, color black	1	7,080.00	7,080.00
2	pc	Trash bin big, pedal	1	1,440.00	1,440.00
3	pc	Rechargeable Flashlight (big)	2	840.00	1,680.00
OFFICE EQUIPMENT					-
1	unit	Airconditioning Unit 2HP, Split type	6	36,500.00	219,000.00
OFFICE SUPPLIES					-
1	ream	Paper Bond subs. 20/70 gsm 8.5x13" (long) ultra white, advance "Ink-lock" system 99.99% jam free (copier paper hard copy)	750	285.00	213,750.00
2	ream	Paper Bond subs. 20/70 gsm 8¼x11¾" (A4) ultra white, advance "Ink-lock" system 99.99% jam free (copier paper hard copy)	1000	275.00	275,000.00
3	ream	Paper Bond subs. 20/70 gsm 8.5x11" (short) ultra white, advance "Ink-lock" system 99.99% jam free (copier paper hard copy)	20	260.00	5,200.00
4	ream	PVC Cover	5	590.00	2,950.00
5	ream	Colored Paper (green) long	25	270.00	6,750.00
6	pad	Notepad post it (2x3)	30	25.00	750.00
7	pad	Notepad post it (3x3)	50	26.00	1,300.00
8	pad	Notepad post it (3x4)	50	45.00	2,250.00
9	box	Speedo transparent index tabs (clear)	50	89.00	4,450.00
10	packet	Battery, size AA, alkaline 2pcs/packet	75	150.00	11,250.00
11	packet	Battery, size AAA, alkaline 2pcs/packet	75	165.00	12,375.00
12	packet	Special Paper	1	95.00	95.00
13	pc	Highlighter (yellow, green, orange, blue)	50	65.00	3,250.00
14	packet	Sticker paper (matte)	3	59.00	177.00
15	pc	Marking Pen, Whiteboard, black	50	79.00	3,950.00

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Tin No. 190-065-447-000 Mode of Procurement: PUBLIC BIDDING

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Stock/ Property No.	Unit	DESCRIPTION	QTY.	Unit Cost	Amount
16	pc	Folder File (long-white)	990	10.00	9,900.00
17	pc	Folder File (short-white)	150	9.00	1,350.00
18	pc	Folder Expandable (long-green)	850	32.00	27,200.00
19	pc	Brown Envelope (long)	750	5.00	3,750.00
20	pc	Brown Envelope (short)	150	4.00	600.00
21	box	Staple wire standard # 35	150	55.00	8,250.00
22	pc	Ringbinder 1 1/2"	5	60.00	300.00
23	pc	Ringbinder 1"	5	59.00	295.00
24	pc	Glue (130 grams)	25	55.00	1,375.00
25	box	Ballpen black 12 pcs (flexoffice FO-GELB015) .5	50	108.00	5,400.00
26	box	Ballpen blue 12 pcs (flexoffice FO-GELB015).5	50	108.00	5,400.00
27	box	Ballpen black 12 pcs (flexoffice FO-GELB015) .7	10	110.00	1,100.00
28	box	Ballpen blue 12 pcs (flexoffice FO-GELB015).7	10	110.00	1,100.00
29	jar	Ballpen black matrix OG-5	6	96.00	576.00
30	jar	Ballpen blue matrix OG-5	6	96.00	576.00
31	box	Sign Pen 0.5 (black)	20	390.00	7,800.00
32	box	Sign Pen 0.5 (blue)	30	390.00	11,700.00
33	box	Sign Pen 0.7 (black)	20	390.00	7,800.00
34	box	Sign Pen 0.7 (blue)	50	390.00	19,500.00
35	box	Sign Pen (HI-TECPOINT) BX-V7 0.7 black	10	708.00	7,080.00
36	box	Sign Pen (HI-TECPOINT) BX-V7 0.7 blue	10	708.00	7,080.00
37	box	Sign Pen (HI-TECPOINT) BX-V7 0.7 green	10	708.00	7,080.00
38	box	Sign Pen (Pentel Energel-Liquid Gel 0.5 black)	20	1,865.00	37,300.00
39	box	Sign Pen (Pentel Energel-Liquid Gel 0.5 blue)	10	1,865.00	18,650.00
40	box	Pencil w/ eraser	50	120.00	6,000.00
41	box	Fastener plastic	50	58.00	2,900.00
42	box	Clip Binder 1/2" (¾)	30	47.00	1,410.00
43	box	Clip Binder 1"	30	47.00	1,410.00
44	box	Clip Binder 1¼"	50	58.00	2,900.00
45	box	Clip Binder 2"	50	108.00	5,400.00

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Stock/ Property No.	Unit	DESCRIPTION	QTY.	Unit Cost	Amount
46	pc	Columnar Book 24 columns	6	72.00	432.00
47	pc	Correction tape 5mmx10m no. J-823	200	58.00	11,600.00
48	roll	Tape Masking 1"	30	52.00	1,560.00
49	roll	Tape Masking 2"	35	75.00	2,625.00
50	roll	Double Sided tape 1"	50	52.00	2,600.00
51	roll	Tape Transparent 1"	15	30.00	450.00
52	roll	Tape Transparent 2"	15	85.00	1,275.00
53	pc	Document File (Long) w/ DPWH logo (dark blue)	995	295.00	293,525.00
54	pc	Calculator 12 digits JF-120BM	3	1,950.00	5,850.00
55	pc	Puncher Heavy Duty	2	390.00	780.00
I.T. CONSUMABLES					
1	unit	Hard Disk Drive for CPU 1TB	7	3,240.00	22,680.00
2	box	Toner Cartridge laserjet CE310A (black)	4	12,480.00	49,920.00
3	pc	Video Card for desktop computer 4GB	3	6,600.00	19,800.00
4	pc	Memory RAM DDR3 for CPU (8GB)	5	838.00	4,190.00
5	pc	Memory RAM DDR4 for CPU (8GB)	5	1,950.00	9,750.00
6	pc	Back up battery for UPS (12V)	30	1,020.00	30,600.00
7	pc	Printhead of Epson L210 printer	1	6,600.00	6,600.00
8	pc	Printhead of Epson L6160 printer	1	6,600.00	6,600.00
9	pc	Printhead of Epson L6190 printer	2	6,600.00	13,200.00
10	pc	Printhead of Epson L1455 printer	1	6,600.00	6,600.00
11	pc	Printhead of Epson 6460 printer	2	6,600.00	13,200.00
12	pc	Maintenance Box for Epson L6190 printer	2	600.00	1,200.00
13	pc	Maintenance Box for Epson L6160 printer	1	600.00	600.00
14	box	Toner Cartridge # 85A	30	4,980.00	149,400.00
15	box	Toner Cartridge # 35A	3	4,440.00	13,320.00
16	box	Ink Cartridge canon 303	4	3,450.00	13,800.00
17	box	Ink Cartridge HP GT53XL, magenta	9	490.00	4,410.00
18	box	Ink Cartridge HP GT53XL, yellow	9	490.00	4,410.00
19	box	Ink Cartridge HP GT53XL, cyan	9	490.00	4,410.00
20	box	Ink Cartridge HP GT53XL, black	9	490.00	4,410.00

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Stock/ Property No.	Unit	DESCRIPTION	QTY.	Unit Cost	Amount
21	box	HP Toner CF360A HP508A black	11	14,400.00	158,400.00
22	box	HP Toner CF361A HP508A cyan	5	14,400.00	72,000.00
23	box	HP Toner CF362A HP508A yellow	5	14,400.00	72,000.00
24	box	HP Toner CF363A HP508A magenta	5	14,400.00	72,000.00
25	box	Genuine Epson ink 774 black	15	624.00	9,360.00
26	box	Genuine Epson Ink 001 black	40	528.00	21,120.00
27	box	Genuine Epson Ink 001 cyan	29	350.00	10,150.00
28	box	Genuine Epson Ink 001 magenta	29	350.00	10,150.00
29	box	Genuine Epson Ink 001 yellow	29	350.00	10,150.00
30	box	Epson Ink 008 - black	18	950.00	17,100.00
31	box	Epson Ink 008 - cyan	4	765.00	3,060.00
32	box	Epson Ink 008 - magenta	4	765.00	3,060.00
33	box	Epson Ink 008 - yellow	4	765.00	3,060.00
34	pc	Kyocera Toner kit TK 6113	16	10,800.00	172,800.00
35	box	Ink Cartridge for HP CF276A MFP M428 fdw	6	6,750.00	40,500.00
36	box	Brother ink BTD60 - black	20	450.00	9,000.00
37	box	Canon Pixma G3411 490 black	5	780.00	3,900.00
38	box	Canon Pixma G3411 490 cyan	5	438.00	2,190.00
39	box	Canon Pixma G3411 490 magenta	5	438.00	2,190.00
40	box	Canon Pixma G3411 490 yellow	5	438.00	2,190.00
41	pc	Printer Cable (10 mtrs)	1	708.00	708.00
42	roll	UPT Cable CAT6, 300m/roll	1	5,280.00	5,280.00
43	box	RJ-45	1	450.00	450.00
44	pc	Battery of HP/Dell laptop Computer	1	1,500.00	1,500.00
45	pc	Battery APC RBC for UPS of BD (3KVA), 220V	2	8,736.00	17,472.00
46	pc	Router (with antenna for wi-fi)	4	4,080.00	16,320.00
47	pc	Date Switch, link system, 8 ports	3	3,000.00	9,000.00
48	pc	UPS Socket/Adapter, heavy duty	8	240.00	1,920.00
49	pc	Universal Socket Adapter, 10A, heavy duty	15	300.00	4,500.00
50	pc	Battery of Toshiba laptop	1	2,520.00	2,520.00
51	box	Photodrum for Kyocera FS-4100DN	1	7,560.00	7,560.00

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Appendix 61

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Date of Delivery: Within 30 cd upon receipt of NTP — Payment Term:

Stock/ Property No.	Unit	DESCRIPTION	QTY.	Unit Cost	Amount
52	pc	Flashdrive USB 32GB	20	360.00	7,200.00
53	pc	USB HUB (8 Port 7 meters)	3	714.00	2,142.00
54	pc	External Hardrive 1TB	2	4,074.00	8,148.00
JANITORIAL SUPPLIES					-
1	can	Air freshener lemon	3	300.00	900.00
2	btl	Dishwashing liquid 500 ml (lemon)	20	180.00	3,600.00
3	pack	Toilet Tissue (12 rolls/pack)	100	156.00	15,600.00
4	box	Tissue Box (facial tissue)	100	108.00	10,800.00
5	box	Tissue (Paper Towel - 175 pulls)	100	90.00	9,000.00
6	pc	Broom Tamboo	15	198.00	2,970.00
7	pc	Broom Tingting	15	72.00	1,080.00
8	btl	Hand Soap (liquid)	30	116.40	3,492.00
		TOTAL			**2,623,618.00**

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Total Amount in Words: **TWO MILLION SIX HUNDRED TWENTY THREE THOUSAND SIX HUNDRED EIGHTEEN PESOS ONLY**

In case of failure to make a 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:

DOMINGO M. SANTELICES, JR.
Owner/Manager
(Signature over Printed Name of Supplier)
5/27/2025
Date

Very truly yours,

SIMON N. ARIAS
Signature over Printed Name of Authorized Official
District Engineer
Designation

Fund Cluster:
Funds Available:

SHELLY T. SANTELICES
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No.: 0110101/2025-05-000422-000424
Date of the ORS/BURS: 5/28/25
Amount: 2,623,618.00

DPWH-G&S-42-2016