



PURCHASE ORDER
Supply and Procurement Office

| | |
|--|---|
| Supplier : TRIMAX COMPUTER SUPPLIES AND GENERAL MERCHANDISE | P.O. No. : 26-05-050 |
| Address : General Maxilom Ave., Cebu City | Date : May 29, 2026 |
| TIN : 135-445-379-000 / Philgeps no.: 200301-42368 | Mode of Procurement : Public Bidding |

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

| | |
|---------------------------------------|--|
| Place of Delivery : CNU - PSMU | Delivery Term : 30 calendar days upon receipt of NTP |
| Date of Delivery : | Payment Term : Through ADA from 5-7 days after complete delivery |

| Item no. | Unit | Description | Quantity | Unit Cost | Amount |
|----------|--------|--|----------|-----------|-----------|
| 1 | pc | CLEARBOOK, A4 size, 20 pages | 65 | 48.00 | 3,120.00 |
| 2 | pc | ERASER, plastic/rubber | 47 | 12.00 | 564.00 |
| 3 | pack | BATTERY, dry cell, size AA, 2 pcs/pack, alkaline | 294 | 60.00 | 17,640.00 |
| 4 | pack | BATTERY, dry cell, size AAA, 2 pcs./pack, alkaline | 205 | 60.00 | 12,300.00 |
| 5 | bottle | INK, for stamp pad, 30 ml | 94 | 25.00 | 2,350.00 |
| 6 | pc | PHILIPPINE NATIONAL FLAG, 3ft. x 6ft. | 10 | 550.00 | 5,500.00 |
| 7 | bottle | GLUE, all-purpose, 130g | 110 | 52.00 | 5,720.00 |
| 8 | box | STAPLE WIRE, heavy duty (binder type), 23/13 | 83 | 52.00 | 4,316.00 |
| 9 | box | STAPLE WIRE, standard | 134 | 35.00 | 4,690.00 |
| 10 | roll | TAPE, electrical, 8m | 10 | 42.00 | 420.00 |
| 11 | roll | TAPE, masking, 48mm, 25m | 193 | 58.00 | 11,194.00 |
| 12 | roll | TAPE, transparent, 24mm, 50m | 200 | 21.00 | 4,200.00 |
| 13 | roll | TWINE, plastic, 1 kilo/roll | 23 | 105.00 | 2,415.00 |
| 14 | pc | RULER, plastic, 450mm | 40 | 45.00 | 1,800.00 |
| 15 | tube | BLADE, for general purpose cutter/utility knife, 10pcs./tube | 26 | 25.00 | 650.00 |
| 16 | bundle | BINDING RING/COMB, plastic, 32 mm, 100pcs./bundle | 33 | 470.00 | 15,510.00 |
| 17 | unit | CALCULATOR, Compact, 12 digits | 33 | 210.00 | 6,930.00 |
| 18 | box | CHALK, white enamel, 100 pcs./box | 31 | 66.00 | 2,046.00 |
| 19 | box | CLIP, backfold, 19mm, 12pcs./box | 115 | 14.00 | 1,610.00 |
| 20 | box | CLIP, backfold, 25mm, 12pcs./box | 69 | 23.00 | 1,587.00 |
| 21 | box | CLIP, backfold, 32mm, 12pcs./box | 119 | 33.00 | 3,927.00 |
| 22 | pc | CORRECTION TAPE, 5mm, 8m | 152 | 24.00 | 3,648.00 |
| 23 | pc | CUTTER/UTILITY KNIFE, for general purpose | 25 | 190.00 | 4,750.00 |
| 24 | pc | MAGAZINE FILE BOX, chipboard, horizontal, blue | 77 | 150.00 | 11,550.00 |
| 25 | pc | DATA FOLDER, legal size | 22 | 95.00 | 2,090.00 |

page 1 of 4

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Conforme:

[Handwritten Signature]

Signature over Printed Name of Supplier

06/10/26

Date

Very truly yours,

[Handwritten Signature]

DR. LAURENCE L. GARCIA

Signature over Printed Name of Authorized Official

SUC President III

Designation

Fund Cluster : _____

Funds Available : _____

PAOLO GILBERTO B. CAPUL

Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. : 021011012026-06-000443

Date of the ORS/BURS: 6-2-2026

Amount : 956,254.00

prepared by: fel



Certification Body: 24 January 2024
Recertification Due date: 24 January 2027
For verification of the certificate please
Access www.gcl.com (Certification
Check and type the registration number)



The WORLD UNIVERSITY RANKINGS for INNOVATION



Times Higher Education Impact Rankings





CEBU NORMAL UNIVERSITY

Osmeña Blvd. Cebu City
TIN: 001-376-907-000



PURCHASE ORDER

Supply and Procurement Office

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| Supplier : TRIMAX COMPUTER SUPPLIES AND GENERAL MERCHANDISE | P.O. No. : 26-05-050 |
| Address : General Maxilom Ave., Cebu City | Date : May 29, 2026 |
| TIN : 135-445-379-000 / Philgeps no.: 200301-42368 | Mode of Procurement : Public Bidding |

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

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| Date of Delivery : | Payment Term : Through ADA from 5-7 days after complete delivery |

| Item no. | Unit | Description | Quantity | Unit Cost | Amount |
|----------|--------|---|----------|-----------|------------|
| 26 | pc | DATER STAMP | 39 | 110.00 | 4,290.00 |
| 27 | box | ENVELOPE, Documentary, A4, 100 pcs./box | 13 | 950.00 | 12,350.00 |
| 28 | box | ENVELOPE, Expanding, Kraft, 100 pcs./box, Legal | 85 | 1,250.00 | 106,250.00 |
| 29 | pc | ENVELOPE, Expanding, Plastic, Legal | 93 | 48.00 | 4,464.00 |
| 30 | box | ENVELOPE, Mailing, 500 pcs./box | 7 | 495.00 | 3,465.00 |
| 31 | pc | ERASER, felt, for blackboard/whiteboard | 45 | 18.00 | 810.00 |
| 32 | box | FASTENER, 100 pcs./box | 120 | 38.00 | 4,560.00 |
| 33 | pc | FILE ORGANIZER, expanding, plastic, legal, with pockets, 12 pcs | 15 | 145.00 | 2,175.00 |
| 34 | set | FILE TAB DIVIDER, Legal, 10 pcs./set | 14 | 48.00 | 672.00 |
| 35 | bundle | FOLDER, Fancy with slide, A4, 100 pcs./bundle | 4 | 720.00 | 2,880.00 |
| 36 | bundle | FOLDER, Fancy with slide, legal, 100pcs./bundle | 2 | 860.00 | 1,720.00 |
| 37 | pack | FOLDER, L-type, A4, 100 pcs./pack | 8 | 785.00 | 6,280.00 |
| 38 | pack | FOLDER, L-type, Legal, 100 pcs./pack | 16 | 850.00 | 13,600.00 |
| 39 | box | FOLDER, pressboard, legal, 100 pcs./box | 15 | 1,380.00 | 20,700.00 |
| 40 | pack | FOLDER with tab, A4, 100pcs./pack | 11 | 450.00 | 4,950.00 |
| 41 | pack | FOLDER with tab, Legal, 100pcs./pack | 43 | 500.00 | 21,500.00 |
| 42 | set | MARKER, Fluorescent, 3pcs./set | 58 | 51.00 | 2,958.00 |
| 43 | pc | MARKER, Permanent, Black, broad | 280 | 23.00 | 6,440.00 |
| 44 | pc | MARKER, Permanent, Blue, broad | 180 | 23.00 | 4,140.00 |
| 45 | pc | MARKER, Permanent, Red, broad | 135 | 23.00 | 3,105.00 |
| 46 | pc | MARKER, Whiteboard, Red, broad | 160 | 28.00 | 4,480.00 |
| 47 | box | PAPER CLIP, vinly/plastic coated, 33mm, 100pcs./box | 100 | 10.00 | 1,000.00 |
| 48 | box | PAPER CLIP, vinly/plastic coated, jumbo, 50mm, 100pcs.box | 100 | 25.00 | 2,500.00 |
| 49 | box | PENCIL, lead/graphite, with eraser, 12pcs./box, No. 2 | 120 | 96.00 | 11,520.00 |
| 50 | pc | PENCIL SHARPENER, Table Top | 27 | 260.00 | 7,020.00 |

page 2 of 4

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Conforme:

Raza Apor
 Signature over Printed Name of Supplier
 Date: 06/16/26

Very truly yours,

DR. LAURENCE L. GARCIA
 Signature over Printed Name of Authorized Official
 SUC President III
 Designation

Fund Cluster : _____
 Funds Available : _____
PAOLO GILBERTO B. CAPUL
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. : 021011012026-06-000443
 Date of the ORS/BURS: 6-2-2026
 Amount : 956,254.00

prepared by: fel



Certification Date: 24 January 2026
Recertification due date: 24 January 2027
For verification of the certificate please Access www.ukas.com (Certification Check and type the registration number)



The WORLD UNIVERSITY RANKINGS for INNOVATION



Times Higher Education Impact Rankings





PURCHASE ORDER
Supply and Procurement Office

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| Supplier : TRIMAX COMPUTER SUPPLIES AND GENERAL MERCHANDISE | P.O. No. : 26-05-050 |
| Address : General Maxilom Ave., Cebu City | Date : May 29, 2026 |
| TIN : 135-445-379-000 / Philgeps no.: 200301-42368 | Mode of Procurement : Public Bidding |

Gentlemen:
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|---------------------------------------|---|
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| Date of Delivery : | Payment Term : Through ADA from 5-7 days after complete delivery |

| Item no. | Unit | Description | Quantity | Unit Cost | Amount |
|----------|------|--|----------|-----------|------------|
| 51 | pc | PUNCHER, paper, heavy duty | 27 | 200.00 | 5,400.00 |
| 52 | box | RUBBER BAND No. 18, 350 grams | 10 | 185.00 | 1,850.00 |
| 53 | pc | STAMP PAD, felt, 2x3 | 28 | 32.00 | 896.00 |
| 54 | pair | SCISSORS, symmetrical, 7 inches | 50 | 55.00 | 2,750.00 |
| 55 | pc | STAPLER, standard type, No. 35 | 50 | 105.00 | 5,250.00 |
| 56 | unit | STAPLER, heavy duty (binder) | 30 | 950.00 | 28,500.00 |
| 57 | pc | STAPLE REMOVER, plier-type | 42 | 55.00 | 2,310.00 |
| 58 | pc | TAPE DISPENSER, table top, for 1" tape | 21 | 110.00 | 2,310.00 |
| 59 | pack | CARTOLINA, assorted colors, 10 pcs./pack | 13 | 85.00 | 1,105.00 |
| 60 | pad | NOTEPAD, stick-on, 50mm x 76mm | 121 | 19.00 | 2,299.00 |
| 61 | pad | NOTEPAD, stick-on, 76mm x 100mm | 131 | 27.00 | 3,537.00 |
| 62 | pad | NOTEPAD, stick-on, 76mm x 76mm | 140 | 22.00 | 3,080.00 |
| 63 | pc | STENO NOTEBOOK, 40 leaves | 27 | 18.00 | 486.00 |
| 64 | ream | PAPER, MULTICOPY, A4, sub. 20 | 700 | 195.00 | 136,500.00 |
| 65 | ream | PAPER, MULTIPURPOSE, A4 sub. 18 | 485 | 170.00 | 82,450.00 |
| 66 | ream | PAPER, MULTIPURPOSE, LEGAL, sub. 18 | 256 | 185.00 | 47,360.00 |
| 67 | box | PAPER, Parchment, Legal, 100 pcs./box | 32 | 300.00 | 9,600.00 |
| 68 | pack | TISSUE, INTERFOLDED PAPER TOWEL | 12 | 40.00 | 480.00 |
| 69 | pack | TOILET TISSUE PAPER, 2 ply, 10 rolls | 23 | 144.00 | 3,312.00 |
| 70 | pc | FLASH DRIVE, 64gb | 50 | 600.00 | 30,000.00 |
| 71 | pc | BALLPEN, retractable, 0.5mm | 240 | 10.00 | 2,400.00 |
| 72 | pack | LAMINATING FILM, legal size, 125 microns, 50 pcs./pack | 25 | 350.00 | 8,750.00 |
| 73 | roll | DOUBLE SIDED TAPE, 1" | 258 | 33.00 | 8,514.00 |
| 74 | pack | PHOTO PAPER, A4 size, 10 pcs./pack | 100 | 37.00 | 3,700.00 |
| 75 | pc | CERTIFICATE FRAME, A4 size | 100 | 125.00 | 12,500.00 |

page 3 of 4

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Conforme:

Joseph APOR
 RAZEL APOR
 Signature over Printed Name of Supplier
 06/16/26
 Date

Very truly yours,

DR. LAURENCE L. GARCIA
 DR. LAURENCE L. GARCIA
 Signature over Printed Name of Authorized Official
 SUC President III
 Designation

Fund Cluster : _____
 Funds Available : _____
PAOLO GILBERTO B. CAPUL
 Signature over Printed Name of Chief Accountant/Head of
 Accounting Division/Unit

ORS/BURS No. : 021011012026-06-000443
 Date of the ORS/BURS: 6-2-2026
 Amount : 956,254.00

prepared by: fel



Certification Date: 20 January 2026
 Recertification due date: 24 January 2027
 For verification of the certificate please
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The WORLD
 UNIVERSITY
 RANKINGS
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Times Higher Education
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| Item no. | Unit | Description | Quantity | Unit Cost | Amount |
|----------|------|--|----------|-----------|-----------|
| 76 | pc | CERTIFICATE HOLDER, A4 size | 260 | 45.00 | 11,700.00 |
| 77 | pc | WHITE BOARD, 3x6ft. | 7 | 2,350.00 | 16,450.00 |
| 78 | box | PLASTIC FASTENER, 100pcs./box | 100 | 37.00 | 3,700.00 |
| 79 | pack | VELLUM BOARD PAPER, A4 size, 10pcs./pack | 104 | 26.00 | 2,704.00 |
| 80 | pack | COLORED PAPER, assorted, legal, sub.20, 100pcs./pack | 116 | 145.00 | 16,820.00 |
| 81 | ream | BOND PAPER, 8.5"x13", sub 20 | 254 | 220.00 | 55,880.00 |
| 82 | pack | PUSH PIN, 100pcs./pack | 22 | 33.00 | 726.00 |
| 83 | pack | GLUE STICK (FOR GLUE GUN), 8mm | 23 | 8.00 | 184.00 |
| 84 | pack | MANILA PAPER, 10pcs./pack | 100 | 53.00 | 5,300.00 |
| 85 | pc | PLASTIC ENVELOPE, legal size | 80 | 10.00 | 800.00 |
| 86 | unit | GLUE GUN, 8mm | 7 | 185.00 | 1,295.00 |
| 87 | box | ENVELOPE, Documentary, legal, 100 pcs./box | 51 | 1,000.00 | 51,000.00 |

page 4 of 4

| | | |
|-------------------------|--|-------------------|
| (Total Amount in Words) | Nine hundred fifty-six thousand two hundred fifty-four pesos only | 956,254.00 |
|-------------------------|--|-------------------|

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Conforme:

[Handwritten Signature]

Signature over Printed Name of Supplier

06/16/26

Date

Very truly yours,

[Handwritten Signature]

DR. LAURENCE L. GARCIA

Signature over Printed Name of Authorized Official

SUC President III

Designation

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