



University of Science and Technology of Southern Philippines

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

PURCHASE ORDER

PRN : USTP-GSPB-10-2023-06-EPA
End-User Rep. : Engr. Edgem Lloyd S. Balabis
Location of Project: USTP-CDO Campus

Supplier	: MECHTRONICS TRADING AND SERVICES	P.O. No.	: 24-01-0005
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: January 16, 2024
E-mail Address	: mechtronicstradingservices@yahoo.com	Mode of Procurement:	Public Bidding
Telephone No.	: (088) 555 - 0710 / 0995 - 159 - 5655		
TIN	: 942 - 970 - 447 - 000		
Purpose	Proposed Procurement of the Supply and Delivery of Supplies and Materials for Infrastructure Repair and Maintenance for USTP-CDO Campus (1st Quarter CY 2024)		

Gentlemen:

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

Place of Delivery	SUPPLY OFFICE, USTP-CDO Campus, Lapasan, Misamis Oriental Contact Person for Delivery: Supply Office Contact No. 0955-882-3099	Delivery Term	:
Date of Delivery	: Sixty (60) calendar days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
1	sheets	Plyboard 3/4" thk x (W) 4ft. x (L) 8ft.	120	1,000.00	120,000.00
2	pcs	Ordinary Plywood 1/2" thk x (W) 4ft. x (L) 8ft.	50	850.00	42,500.00
3	pcs	Ordinary Plywood 1/4" thk x (W) 4ft. x (L) 8ft.	30	550.00	16,500.00
4	kg	Concrete Nails 1 1/2"	20	120.00	2,400.00
5	kg	Concrete Nails 2"	20	120.00	2,400.00
6	sheets	FICEM Board 4.5mm thk x (W) 4ft. x (L) 8ft.	80	580.00	46,400.00
7	sheets	FICEM Board 6mm thk x (W) 4ft. x (L) 8ft.	60	850.00	51,000.00
8	box	3/4" x 3/16" Ficem Screw (1000pcs/box)	10	1,300.00	13,000.00
9	pcs	Cutting Disc 4" x .040mm x 5/8" (Metal)	100	110.00	11,000.00
10	pcs	Cutting Disc 4" x .040mm x 5/8" (Masonry)	20	150.00	3,000.00
11	gals	Flat Latex (Premium) Color: White (see attached sample)	20	850.00	17,000.00
12	gals	Flat Latex (Premium) Color: Light Gray (see attached sample)	10	850.00	8,500.00
13	gals	Premium Semi-Gloss Latex (Color: Royal Blue)	10	850.00	8,500.00
14	gals.	Premium Semi-Gloss Latex (Color: Golden Yellow)	10	850.00	8,500.00
15	sets	Door Knob Entrance Lockset Cylindrical Stainless Finish (Heavy Duty)	50	1,100.00	55,000.00
16	sheets	Sand Paper #36	30	35.00	1,050.00
17	sheets	Sand Paper #100	100	40.00	4,000.00
18	sheets	Sand Paper #120	60	40.00	2,400.00
TOTAL BROUGHT FORWARD				P	413,150.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
PR No. 2024-03

Very truly yours,

ATTY. DIONEL O. ALBINA
Chancellor, USTP CDO Campus

Conforme:

BRENDA A. FABREA
MECHTRONICS TRADING AND SERVICES

Signature over printed name of Supplier

JANUARY 19, 2024

Date

Funds Available:

CHERRY ANN SALUSOD-VILLARTE, CPA
ACCOUNTANT III

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

BUR/Obr No. : 181E 24-01-0007B
Amount : 1,499,300.00

19.7/5 02 13 040



University of Science and Technology of Southern Philippines

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PURCHASE ORDER

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Telephone No.	: (088) 555 - 0710 / 0995 - 159 - 5655		
TIN	: 942 - 970 - 447 - 000		
Purpose	Proposed Procurement of the Supply and Delivery of Supplies and Materials for Infrastructure Repair and Maintenance for USTP-CDO Campus (1st Quarter CY 2024)		

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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
TOTAL CARRIED FORWARD					413,150.00
19	gals	Epoxy Reducer	14	750.00	10,500.00
20	gals	Lacquer Primer	10	600.00	6,000.00
21	gals	Lacquer Thinner	10	600.00	6,000.00
22	gals	Lacquer Sanding Sealer	10	600.00	6,000.00
23	gals	Lacquer Flo	10	600.00	6,000.00
24	pcs	Screw Bit	10	120.00	1,200.00
25	pcs	1/8" Metal Drill Bit	20	120.00	2,400.00
26	pcs	9/64" Metal Drill Bit	20	200.00	4,000.00
27	gals	Clear Gloss Lacquer Thinner	10	790.00	7,900.00
28	gals	Dead Flat Lacquer Thinner	10	790.00	7,900.00
29	liter	All Around Sealant (VulcaSeal or any Equivalent)	10	480.00	4,800.00
30	bags	Portland Cement	100	260.00	26,000.00
31	liter	Concrete Epoxy A	50	1,500.00	75,000.00
32	liter	Concrete Epoxy B	50	1,500.00	75,000.00
33	bags	Tile Adhesive	30	280.00	8,400.00
34	pack	Tile Grout 2kgs/pack	15	180.00	2,700.00
35	pcs	Expansion Bolt with Shield 3/4" x 2"	100	150.00	15,000.00
36	tubes	Silicon Sealant Clear	50	280.00	14,000.00
TOTAL BROUGHT FORWARD					P 691,950.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
 Head, Procurement Services
 PR No. 2024-03

Very truly yours,

ATTY. DIONEL O. ALBINA
 Chancellor, USTP CDO Campus

Conforme:

BRENDA A. FABREA
MECHTRONICS TRADING AND SERVICES
 Signature over printed name of Supplier
 JANUARY 19, 2024

Date

Funds Available:

CHERRY ANN SALUSOD-VILLARTE, CPA
ACCOUNTANT III

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

BUR/ObR No. : 199 24-01-0007B
 Amount : 1,499,300.00



University of Science and Technology of Southern Philippines

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TIN	: 942 - 970 - 447 - 000		
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
TOTAL CARRIED FORWARD					691,950.00
37	tubes	Acrylic Gap Sealant Paintable	50	269.00	13,450.00
38	set	Hole saw for wood (12mm - 100mm)	1	1,400.00	1,400.00
39	set	Hole saw for metal (12mm - 100mm)	1	1,800.00	1,800.00
40	pcs	Hacksaw Blade	10	40.00	400.00
41	pcs	Paint Brush 1"	40	40.00	1,600.00
42	pcs	Paint Brush 2"	50	50.00	2,500.00
43	pcs	Paint Brush 3"	20	60.00	1,200.00
44	pcs.	Paint Brush 4"	20	80.00	1,600.00
45	pairs	Pneumatic Concealed Hinges (Full)	20	220.00	4,400.00
46	pairs	Pneumatic Concealed Hinges (Half)	20	150.00	3,000.00
47	gals	Solignum Wood Preservative	5	2,000.00	10,000.00
48	gals	Elastomeric Waterproofing Paint (Color: White)	20	980.00	19,600.00
49	length	1" x 1" x 8ft. Lumber S4S	30	120.00	3,600.00
50	length	1" x 2" x 8ft. Lumber S4S	30	160.00	4,800.00
51	length	2" x 2" x 8ft. Lumber S4S	40	250.00	10,000.00
52	length	2" x 3" x 8ft. Lumber S4S	40	380.00	15,200.00
53	cu.m.	Crushed Gravel 3/4"	10	1,400.00	14,000.00
54	cu.m.	Washed Sand	14	1,200.00	16,800.00
TOTAL BROUGHT FORWARD					P 817,300.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
 Head, Procurement Services
 PR No. 2024-03

Very truly yours,

ATTY. DIONEL O. ALBINA
 Chancellor, USTP CDO Campus

Conforme:

BRENDA A. FABREA
MECHTRONICS TRADING AND SERVICES
 Signature over printed name of Supplier

JANUARY 19, 2024
 Date

Funds Available:

CHERRY ANN SALUSOD-VILLARTE, CPA
ACCOUNTANT III

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

BUR/ObR No. : RF 24-01 0077B
 Amount : 1,499,300.00



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TIN	: 942 - 970 - 447 - 000		
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
TOTAL CARRIED FORWARD					817,300.00
55	length	Deformed Bars 12mm dia. x 6m, G33	15	220.00	3,300.00
56	length	Deformed Bars 10mm dia. x 6m, G33	15	160.00	2,400.00
57	kgs	#16 Tie Wire	15	80.00	1,200.00
58	length	Pre Painted Ridge Roll, Color: White 0.3m x 2.4m x 0.5mm thk.	30	480.00	14,400.00
59	length	GI, C - Purlins 2in x 3in x 6m x 1.5mm THK	50	850.00	42,500.00
60	sheets	Pre Painted Roof Color White 12" x 0.4mm thk	80	850.00	68,000.00
61	length	Roofing End Flashing 0.4mm THK x 2.4m	10	400.00	4,000.00
62	pcs	Teks Screw Adapter (8mm)	10	200.00	2,000.00
63	pcs	Teks Screw Adapter (10mm)	10	200.00	2,000.00
64	length	Metal Studs 2in x 3in x 10ft.	80	140.00	11,200.00
65	length	Metal Track 2in x 3in x 10ft.	30	140.00	4,200.00
66	length	Metal Furring Single	50	130.00	6,500.00
67	pcs	60cm x 60cm Granite Tiles, Color: White (see attached sample)	700	244.00	170,800.00
68	pcs	Baby Paint Roller 4" Cotton	10	120.00	1,200.00
69	pcs	Baby Paint Roller 4" Foam	10	140.00	1,400.00
70	pcs	Hand Riveter	2	250.00	500.00
71	pcs	Studs Plier Nailless Crimper (Single)	3	500.00	1,500.00
72	pairs	Loose Pin Hinges 3 1/2" x 3 1/2", 3mm thk.	10	230.00	2,300.00
TOTAL BROUGHT FORWARD					P 1,156,700.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
 Head, Procurement Services
 PR No. 2024-03

Very truly yours,

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 Chancellor, USTP CDO Campus

Conforme:

BRENDA A. FABREA
MECHTRONICS TRADING AND SERVICES
 Signature over printed name of Supplier
JANUARY 19, 2024

Date

Funds Available:

CHERRY ANN SALUSOD-VILLARTE, CPA
ACCOUNTANT III
 Signature Over Printed Name of Chief Accountant/
 Head of Accounting Division/Unit

BUR/ObR No. : 19F 24-01-0003 B
 Amount : 1,499,800.00

19/3/24 02:13:04



University of Science and Technology of Southern Philippines

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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
TOTAL CARRIED FORWARD					1,156,700.00
73	sets	600mm PVC Panel Door (without door jamb, Color: Chestnut Brown)	2	1,850.00	3,700.00
74	box	Blind Revits 1/8" x 1/2"	10	450.00	4,500.00
75	length	Slotted Steel Angle Bar 1 1/2" x 1 1/2" x 8ft (Thick 1.8mm)	200	280.00	56,000.00
76	pcs	Slotted Steel Angle Bar Bolt & Nut	2000	10.00	20,000.00
77	kgs	Welding Rod #12	60	160.00	9,600.00
78	liter	Water Plug (1 Liter)	50	500.00	25,000.00
79	pairs	Welding Gloves	3	450.00	1,350.00
80	set	Push/Flush Valve 1/2" Brass Chrome (Urinal)	10	800.00	8,000.00
81	pcs	Teflon Tape 3/4"	60	30.00	1,800.00
82	pcs	Waterstop Wet and Dry Sealant (200ml)	20	520.00	10,400.00
83	pcs	Tee 2"Ø x 2"Ø	10	70.00	700.00
84	pcs	Wye Tee 2"Ø x 2"Ø	10	80.00	800.00
85	pcs	PVC Pipe Elbow 3"Ø, 90°	10	60.00	600.00
86	pcs	PVC Pipe Elbow 2"Ø, 90°	20	60.00	1,200.00
87	pcs	PVC Pipe Elbow 4"Ø, 90°	20	80.00	1,600.00
88	length	PVC Pipe 4"Ø x 3m S1000	20	450.00	9,000.00
89	length	PVC Pipe 3"Ø x 3m S1000	10	350.00	3,500.00
TOTAL BROUGHT FORWARD					P 1,314,450.00

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Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services
PR No. 2024-03

Very truly yours,

ADTY. DIONEL S. ALBINA
Chancellor, USTP CDO Campus

Conforme:

BRENDA A. FABREA
MECHTRONICS TRADING AND SERVICES

Signature over printed name of Supplier

JANUARY 19, 2024

Date

Funds Available:

CHERRY ANN SALUSOD-VILLARTE, CPA
ACCOUNTANT III

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

BUR/Obr No. : RAF 24-01-0027B
Amount : 1,499,300.00

197 / 5 02 13 090



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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
TOTAL CARRIED FORWARD					1,314,450.00
90	length	PVC Pipe 2"Ø x 3m S100	20	250.00	5,000.00
91	sets	Water Closet (660mm x 385mm x 705mm with Single Flush Trip Lever) with complete accessories - Royal Tern or Any Equivalent, Color: White	10	8,500.00	85,000.00
92	pcs	PE Connector 3/4" (Male with Thread)	30	100.00	3,000.00
93	pcs	PE Connector 1/2" (Male with Thread)	30	80.00	2,400.00
94	pcs	PE Connector 1/2" (Female with Thread)	30	80.00	2,400.00
95	pcs	Stainless Faucet Plain Bib	50	250.00	12,500.00
96	pcs	Stainless Flexible Hose 1/2" x 1/2" x 12"	50	200.00	10,000.00
97	pcs	Stainless Flexible Hose 1/2" x 1/2" x 18"	50	250.00	12,500.00
98	pcs	Gooseneck Lavatory Faucet (short)	30	450.00	13,500.00
99	pcs	Stainless Lavatory Faucet Single Cold	20	750.00	15,000.00
100	pcs	Eslon Blue Coupling 1/2"	10	35.00	350.00
101	pcs	GI Nipple 1/2" x 2"	20	20.00	400.00
102	pcs	GI tee 1/2" x 1/2"	10	30.00	300.00
103	pcs	Stainless Sink 60cm x 45cm	20	750.00	15,000.00
104	pcs	Angle Valve 1/2" x 1/2"	30	250.00	7,500.00
Nothing Follows					

GRAND TOTAL: ONE MILLION FOUR HUNDRED NINETY-NINE THOUSAND THREE HUNDRED PESOS AND 00/100 ONLY P **1,499,300.00**

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Head, Procurement Services
PR No. 2024-03

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Chancellor, USTP CDO Campus

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BRENDA A. FABREA
MECHTRONICS TRADING AND SERVICES

Signature over printed name of Supplier

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ACCOUNTANT III

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Head of Accounting Division/Unit

BUR/Obr No. : 199F 24-01-0005B
Amount : 1,499,300.00