



UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

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

OFFICE OF THE BIDS AND AWARDS COMMITTEE

PURCHASE ORDER

PRN : USTP-GSPB-11-2025-13-EPA
End-User Rep. : Engr. Edgem Lloyd S. Balabis
Location of Project: USTP-CDO Campus

Supplier : MECHTRONICS TRADING AND SERVICES
Address : Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental
E-mail Address : mechtronicstradingservices@yahoo.com
Telephone No. : (088) 555 - 0710 / 0995 - 159 - 5655
TIN : 942 - 970 - 447 - 000
Purpose : Re-bidding for the Proposed Procurement of the Supply and Delivery for Supplies and Materials of Infrastructure Repair and Maintenance for USTP-CDO Campus (1st Quarter CY 2025)

P.O. No. : 25-01-0001
Date : January 17, 2025
Mode of Procurement: Public Bidding

Gentlemen:

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

Place of Delivery : Contact Person: Mr. Teddy Wendel Q. Clavero, Inspection Officer, USTP-CDO Campus, C.M. Recto Ave., Lapasan, Cagayan de Oro City, Misamis Oriental
Date of Delivery : Sixty (60) Calendar Days upon receipt of Notice to Proceed
Delivery Term :
Payment Term : Full Payment after acceptance of goods

Table with 6 columns: Stock No., Unit, Description, Qty., Unit Cost, Amount. Lists various construction materials like Plyboard, Plywood, Concrete Nails, FICEM Board, etc.

TOTAL BROUGHT FORWARD P 394,450.00

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 V. JALOVER, Head, Procurement Services, PR No. 2025-2296-01

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 21, 2025

Date

Funds Available:

CHERRY ANN S. WILLARTE, CPA, DIRECTOR, FINANCIAL MGT. SERVICES

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

BUR/Obr No. : 1999-900-00
Amount : 1,499,900.00





**PURCHASE ORDER**

PRN : USTP-GSPB-11-2025-13-EPA  
End-User Rep. : Engr. Edgem Lloyd S. Balabis  
Location of Project: USTP-CDO Campus

Supplier : **MECHTRONICS TRADING AND SERVICES**  
Address : Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental  
E-mail Address : mechtronicstradingservices@yahoo.com  
Telephone No. : (088) 555 - 0710 / 0995 - 159 - 5655  
TIN : 942 - 970 - 447 - 000  
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Date : January 17, 2025  
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Gentlemen:

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

Place of Delivery : Contact Person: Mr. Teddy Wendel Q. Clavero, Inspection Officer, USTP-CDO Campus, C.M. Recto Ave., Lapasan, Cagayan de Oro City, Misamis Oriental  
Contact No.: 0928 - 437 - 3092  
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
			<b>TOTAL CARRIED FORWARD</b>		<b>394,450.00</b>
18	gal	Epoxy Reducer	14	750.00	10,500.00
19	gal	Lacquer Primer	20	600.00	12,000.00
20	gal	Lacquer Thinner	15	600.00	9,000.00
21	gal	Lacquer Sanding Sealer	10	600.00	6,000.00
22	gal	Lacquer Flo	10	600.00	6,000.00
23	gal	Acrylic Thinner	5	580.00	2,900.00
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	gal	Clear Gloss Lacquer	10	790.00	7,900.00
28	gal	Dead Flat Lacquer	10	790.00	7,900.00
29	liter	All Around Elastometric Water Proofing Sealant	10	480.00	4,800.00
30	bags	Portland Cement	100	260.00	26,000.00
31	gal	Concrete Epoxy A	35	1,500.00	52,500.00
32	gal	Concrete Epoxy B	35	1,500.00	52,500.00
33	bags	Tile Adhesive (Powder Base, to be mixed with Concrete)	30	280.00	8,400.00

**TOTAL BROUGHT FORWARD: P 608,450.00**

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. 2025-2296-01

Very truly yours,

**ATTY. DIANELO S. ALBINA**  
Chancellor, USTP CDO Campus

Conforme:

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

JANUARY 21, 2025  
Date

Funds Available:

**CHERRY ANN S. WILLARTE, CPA**  
**DIRECTOR, FINANCIAL MGT. SERVICES**  
Signature Over Printed Name of Chief Accountant/  
Head of Accounting Division/Unit

BUR/Obr No. : RRF 25-01-0050-A  
Amount : 1,499,900.00  
19:15 02 13 290





UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

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OFFICE OF THE BIDS AND AWARDS COMMITTEE

PURCHASE ORDER

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End-User Rep. : Engr. Edgem Lloyd S. Balabis
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Date of Delivery : Sixty (60) Calendar Days upon receipt of Notice to Proceed
Delivery Term :
Payment Term : Full Payment after acceptance of goods

Table with 5 columns: Stock No., Unit, Description, Qty., Unit Cost, Amount. Lists various construction materials like Tile Grout, Expansion Bolt, Silicon Sealant, etc.

TOTAL BROUGHT FORWARD P 715,400.00

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. 2025-2296-01

Very truly yours

ATTY. DIONEL S. ALBINA
Chancellor, USTP CDO Campus

Conforme:

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

JANUARY 21, 2025
Date

Funds Available:

CHERRY ANN S. VILLARTE, CPA
DIRECTOR, FINANCIAL MGT. SERVICES
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/Obr No. : RA 25-01-0050-7A
Amount : 1,499,900.00
19.1 / 5 23 210





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Date of Delivery : Sixty (60) Calendar Days upon receipt of Notice to Proceed
Delivery Term :
Payment Term : Full Payment after acceptance of goods

Table with 6 columns: Stock No., Unit, Description, Qty., Unit Cost, Amount. Includes items like Lumber S4S, Crushed Gravel, Deformed Bars, etc. Total Brought Forward: 1,057,950.00

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. 2025-2296-01

Handwritten signature of Atty. Dionel O. Albina

ATTY. DIONEL O. ALBINA, Chancellor, USTP CDO Campus

Conforme: BRENDA A. FABREA, MECHTRONICS TRADING AND SERVICES, Signature over printed name of Supplier, JANUARY 21, 2025

Funds Available: CHERRY ANN S. VILLARTE, CPA, DIRECTOR, FINANCIAL MGT. SERVICES, Signature Over Printed Name of Chief Accountant/Head of Accounting Division/Unit

BUR/Obr No. : RRF 25-01-0001-A
Amount : 1,057,950.00
19:15 02 13 2025





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PURCHASE ORDER

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Date of Delivery : Sixty (60) Calendar Days upon receipt of Notice to Proceed
Delivery Term :
Payment Term : Full Payment after acceptance of goods

Table with 5 columns: Stock No., Unit, Description, Qty., Unit Cost, Amount. Lists various items like Baby Paint Roller, Hand Riveter, Studs Plier, etc.

TOTAL BROUGHT FORWARDS P 1,199,000.00

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. 2025-2296-01

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 21, 2025
Date

Funds Available:

CHERRY ANN S. VILLARTE, CPA
DIRECTOR, FINANCIAL MGT. SERVICES
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/Obr No. : 25-01-0001-A
Amount : 1,199,000.00
191 / 5 02 13 040





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 Contact No.: 0928 - 437 - 3092  
 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
<b>TOTAL CARRIED FORWARD</b>					<b>1,199,000.00</b>
82	pcs	Gypsum Screw for Wood #3	3000	2.00	6,000.00
83	pcs	Gypsum Screw for Metal #1	1000	1.50	1,500.00
84	pcs	Gypsum Screw for Metal #2	1000	1.50	1,500.00
85	pcs	Gypsum Screw for Metal #3	3000	2.00	6,000.00
86	box	T-Nails #1	10	250.00	2,500.00
87	pcs	Cabinet Handle	50	60.00	3,000.00
88	pcs	Masking Tape #1"	40	30.00	1,200.00
89	pcs	Masking Tape #2"	20	30.00	600.00
90	bottle	Contact Cement, 45 ml	20	40.00	800.00
91	pcs	Glass Cutter	10	180.00	1,800.00
92	gal	Liquid Tile Adhesive	10	1,500.00	15,000.00
93	gal	Paint Thinner	10	750.00	7,500.00
94	set	Masonry Bit Set	1	700.00	700.00
95	set	Wood Bit Set	1	700.00	700.00
96	pcs	Padlock, 40MM Padlock with Latch Hasp Heavy Duty	10	150.00	1,500.00
98	boxes	Hardy Screw #1 (Fiber Cement Board Screw 1")	5	1,500.00	7,500.00
<b>TOTAL BROUGHT FORWARD</b>					<b>P 1,256,800.00</b>

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. 2025-2296-01

Very truly yours,

**ATTY. DIONEL O. ALBIRA**  
 Chancellor, USTP CDO Campus

Conforme:

**BRENDA A. FABREA**  
**MECHTRONICS TRADING AND SERVICES**

Signature over printed name of Supplier

JANUARY 21, 2025

Date

Funds Available:

**CHERRY ANN S. VILLARTE, CPA**  
**DIRECTOR, FINANCIAL MGT. SERVICES**

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

BUR/Obr No. : 25-01-0001-A  
 Amount : 1,199,000.00  
 9/15 02 13 040





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Date of Delivery : Sixty (60) Calendar Days upon receipt of Notice to Proceed
Delivery Term :
Payment Term : Full Payment after acceptance of goods

Table with 5 columns: Stock No., Unit, Description, Qty., Unit Cost, Amount. Includes items like Wooden Dowel Rods, Push/flush Valve, PVC Pipe Elbow, etc. Total Brought Forward: P 1,367,400.00

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. 2025-2296-01

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 21, 2025

Funds Available: CHERRY ANN S. VILLARTE, CPA, DIRECTOR, FINANCIAL MGT. SERVICES, Signature Over Printed Name of Chief Accountant/Head of Accounting Division/Unit

BUR/Obr No. : 2025-01-0001-A
Amount : 1,499,900.00





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Table with 5 columns: Stock No., Unit, Description, Qty., Unit Cost, Amount. Includes items like PE Connector, Stainless Faucet, Flexible Hose, Lavatory Faucet, Sink, Valve, and Liquid Declogger.

\*\*\* Nothing Follows \*\*\*

GRAND TOTAL: ONE MILLION FOUR HUNDRED NINETY-NINE THOUSAND NINE HUNDRED PESOS AND 00/100 ONLY P 1,499,900.00

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. 2025-2296-01

Very truly yours,

MITY. DIONEL O. ALBINA, Chancellor, USTP CDO Campus

Conforme:

BRENDA A. FABREA, MECHTRONICS TRADING AND SERVICES

Signature over printed name of Supplier

JANUARY 21, 2025

Date

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CHERRY ANN S. VILLARTE, CPA, DIRECTOR, FINANCIAL MGT. SERVICES, Signature Over Printed Name of Chief Accountant/Head of Accounting Division/Unit

BUR/Obr No. : 25-01-0001-A

Amount : 1,499,900.00

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