OFFICE OF THE BIDS AND AWARDS COMMITTEE I

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026		

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
LOT 1: COMMON OFFICE SUPPLIES AND EQUIPMENT					
1	roll	ACETATE, Transparent, thickness: 0.08mm, width: 1.20m, length: 50m per roll	10	1,385.00	13,850.00
7	pc/s	BALLPEN, Black, Capped Pen, 0.5mm	190	9.00	1,710.00
8	pc/s	BALLPEN, Blue, Capped Pen, 0.5mm	40	9.00	360.00
9	pc/s	BALLPOINT PEN, Fine Tip, Black, capped pen	30	53.00	1,590.00
10	pc/s	BALLPOINT PEN, Medium Tip, Black, Capped Pen	20	8.00	160.00
11	pck	BATTERY, Dry Cell, AA, 4 pcs per pack	166	21.00	3,486.00
12	pck	BATTERY, Dry cell, AAA, 4 pcs per pack	144	18.00	2,592.00
13	unit	BINDING AND PUNCHING MACHINE, 50mm binding capacity	3	14,610.00	43,830.00
14	bndl	BINDING RING/COMB, Plastic, 32mm, Black, 10 pcs per bundle	2	300.00	600.00
15	bndl	BINDING RING/COMB, Plastic, 32mm, Blue, 10 pcs per bundle	4	240.00	960.00
16	bndl	BINDING RING/COMB, Plastic, 32mm, White, 10 pcs per bundle	5	240.00	1,200.00
17	bndl	BINDING RING/COMB, Plastic, 51mm, Blue, 10 pcs per bundle	3	325.00	975.00
32	unit	CALCULATOR, Compact, Electronic, 12 digits cap, Solar Powered	6	238.00	1,428.00
33	pck	CARTOLINA, Assorted Color, 20 pcs per pack	7	90.00	630.00
		TOTAL BROUGHT FORWARD		₱	**73,371.00**

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 Section
PR No. 2026-2279-07

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
NOVEMBER 5, 2026
Date

Funds Available:

LITO N. NUEVA, MPA, MBA
ACCOUNTANT IN CHARGE
Signature over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CDO NAF 26-11-0743-A
Amount : 1,667,715.00
1e.1 / 5 02 03 010
5 02 03 210 (99)

OFFICE OF THE BIDS AND AWARDS COMMITTEE I

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026		

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
			TOTAL CARRIED FORWARD		**73,371.00**
34	pc/s	CERTIFICATE HOLDER, Double Sided, A4, Blue	15	40.00	600.00
35	pc/s	CERTIFICATE HOLDER, Single Sided, A4, Blue	140	58.00	8,120.00
36	pck	CERTIFICATE PAPER, A4, 200gsm, White, 10 sheets per pack	42	108.00	4,536.00
39	pc/s	CLEAR CARD CASE, A3, Plastic	10	70.00	700.00
40	pc/s	CLEARBOOK, A4, Assorted Color	90	38.00	3,420.00
41	pc/s	CLEARBOOK, Legal, Assorted Color	90	40.00	3,600.00
42	box	CLIP, Backfold, 19mm, 12 pcs per box	272	10.00	2,720.00
43	box	CLIP,Backfold, 25mm, 12 pcs per box	210	19.00	3,990.00
44	box	CLIP, Backfold, 32mm, 12 pcs per box	219	30.00	6,570.00
45	box	CLIP, Backfold, 50mm, 12 pcs per box	205	68.00	13,940.00
46	box	COMPUTER CONTINUOUS FORM, 3-ply, 280mm x 241mm, Carbon, 500 sets per box	12	1,600.00	19,200.00
47	box	COMPUTER CONTINUOUS FORM, 3-ply, 280mm x 241mm, Carbonless, 500 sets per box	25	900.00	22,500.00
48	box	COMPUTER CONTINUOUS FORM, 4-ply, 280mm x 241mm, Carbon, 500 sets per box	6	1,498.00	8,988.00
			TOTAL BROUGHT FORWARD	**₱**	**172,255.00**

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 Section
PR No. 2026-2279-07

Very truly yours,

ATTY. DIONEL Q. ALBINA
Chancellor, USTP-CDO Campus

Conforme:

BRENDA A. FABREA
MECHTRONICS TRADING AND SERVICES
Signature over printed name of Supplier
NOVEMBER 5, 2026

Funds Available:

LITO R. QUEVEDO, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CDO PAF 26-11-0713-K
Amount : 1,667,715.00
1c-1 / 5 02 03 010
5 02 03 020 (99)

OFFICE OF THE BIDS AND AWARDS COMMITTEE I

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026		

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
			TOTAL CARRIED FORWARD		**172,255.00**
52	box	CONTINUOUS PAPER, 4-ply, 280mm x 241mm, Carbonless, 500 sets per box	30	1,000.00	30,000.00
53	pc/s	CORRECTION TAPE, 5mm x 8m	497	18.00	8,946.00
55	pc/s	DATA FILE BOX,made of chipboard with closed ends, Assorted Color	142	163.00	23,146.00
56	pc/s	DATA FOLDER, made of chipboard, Taglia Lock, Black	12	108.00	1,296.00
57	pc/s	DATE STAMP, Self-Inking, Text Plate Size: 41mm x 24mm, Date Size: 3mm	7	468.00	3,276.00
58	pc/s	DESK ORGANIZER, 4-tier holder with Mesh, Metal	7	530.00	3,710.00
61	pc/s	DIPLOMA JACKET W/ USTP LOGO, landscape, size: A4, outside: midnight blue with gold logo, inside: white with royal blue ribbon	15	168.00	2,520.00
65	roll	DOUBLE SIDED TAPE, Foam, 12mm x 10m, Adhesive	8	65.00	520.00
66	roll	DOUBLE SIDED TAPE, Foam, 24mm x 10m, Adhesive	25	68.00	1,700.00
67	roll	DOUBLE SIDED TAPE, Tissue, 12mm x 30m	55	28.00	1,540.00
68	roll	DOUBLE SIDED TAPE, Tissue, 24mm x 30m	23	130.00	2,990.00
69	pc/s	DRUM CARTRIDGE, Brother DR-2355, Black	1	7,688.00	7,688.00
73	box	ENVELOPE, Documentary, A4, 500 pcs per box	1	928.00	928.00
74	box	ENVELOPE, Documentary, Legal, 500 pcs per box	2	1,118.00	2,236.00
		TOTAL BROUGHT FORWARD		**P**	**262,751.00**

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. JALOVERA
Head, Procurement Services Section
PR No. 2026-2279-07

Very truly yours,

ATTY. DIONEL D. ALBINA
Chancellor, USTP-CDO Campus

Conforme:

BRENDA A. FABREA
MECHTRONICS TRADING AND SERVICES
Signature over printed name of Supplier
NOVEMBER 5, 2026

Funds Available:

LITO N. NUEVA, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CDO PAP 26-11-0793-A
Amount : 1,667,715.00
1.c.1 / 5 02 07 016
5 02 03 006 (99)

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 I

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026		

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
				TOTAL CARRIED FORWARD	**262,751.00**
75	box	ENVELOPE, Expanding, Kraft, Long, 100 pcs per box	4	1,050.00	4,200.00
76	box	ENVELOPE, Mailing with Window, Long, 500 pcs per box	1	548.00	548.00
77	box	ENVELOPE, Mailing, No Window, Long, 500 pcs per box	22	499.00	10,978.00
79	pc/s	ERASER, Plastic/Rubber	64	8.00	512.00
80	pc/s	EXPANDING FILE FOLDER, Long, Blue	100	26.00	2,600.00
81	pc/s	EXPANDING FILE FOLDER, Short, White	100	23.00	2,300.00
90	box	FASTENER, Metal, Non-sharp Edges, 50 sets per box	20	98.00	1,960.00
91	box	FASTENER, Plastic, 50 sets per box	45	48.00	2,160.00
94	pc/s	FOLDABLE MAGAZINE FILE, Vertical, Legal, Blue	10	238.00	2,380.00
95	pck	FOLDER, L-type, Plastic, White, A4, 50 pcs per pack	6	200.00	1,200.00
96	pck	FOLDER, L-type, Plastic, White, Legal, 50 pcs per pack	4	248.00	992.00
97	box	FOLDER, Pressboard, Assorted Color, 100 pcs per box	1	1,988.00	1,988.00
98	pc/s	FOLDER, White, A4	250	6.00	1,500.00
99	pc/s	FOLDER, White, Legal	347	6.00	2,082.00
100	pc/s	FOLDER WITH TAB, A4, Assorted Color	32	9.00	288.00
				TOTAL BROUGHT FORWARD	**₱ 298,439.00**

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 Section
PR No. 2026-2279-07

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
NOVEMBER 5, 2026

Funds Available:

LITO N. NUEVA, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CDO PAF 26-11-0793-A
Amount : 1,607,713.06
12.1 / 5 07 03 810
5 02 03 810 (99)

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026		

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
				TOTAL CARRIED FORWARD	**298,439.00**
101	pck	FOLDER WITH TAB, A4, Brown, 100 pcs per pack	35	418.00	14,630.00
102	pck	FOLDER WITH TAB, Legal, 100 pcs per pack	42	448.00	18,816.00
103	pc/s	FOLDER WITH TAB, Legal, Assorted Color	16	9.00	144.00
104	pck	FOLDER WITH TAB, Legal, Orange, 100 pcs per pack	1	450.00	450.00
106	pc/s	GEL PEN, Extra Fine Tip, Black	14	40.00	560.00
107	pc/s	GEL PEN, Extra Fine Tip, Blue	14	28.00	392.00
108	pc/s	GEL PEN, Extra Fine Tip, Purple	14	40.00	560.00
109	pc/s	GEL PEN, Extra Fine Tip, Red	14	40.00	560.00
110	jar	GLUE, All Purpose, 130g per jar	53	65.00	3,445.00
111	unit	GLUE GUN, 10w to 20w of power required, for glue stick with 7mm/0.27 diameter	4	198.00	792.00
112	pck	GLUE STICK, for Glue Gun, 7mm/0.27inch. diameter, length: 6 inches, 10 pcs per pack	4	70.00	280.00
117	pc/s	IMAGING DRUM, HP Laserjet 19A CF219A	2	7,488.00	14,976.00
118	unit	IMAGING DRUM, HP Laserjet 57A Original	1	10,488.00	10,488.00
119	box	INDEX TAB, Self-Adhesive, Transparent, Blue, 5 sets per box	200	68.00	13,600.00
				TOTAL BROUGHT FORWARD	**₱ 378,132.00**

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.

Very truly yours,

ATTY. DIONEL G. ALBINA
Chancellor, USTP-CDO Campus

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services Section
PR No. 2026-2279-07

Conforme:

BRENDA A. FABREA
MECHTRONICS TRADING AND SERVICES
Signature over printed name of Supplier
NOVEMBER 5, 2026
Date

Funds Available:

LITO N. NUEVA, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CDO PAP 26-11-0793-A
Amount : 1,667,715.00
1e.1 / 5 02 03 010
5 02 03 010 (99)

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 I

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026		

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
			TOTAL CARRIED FORWARD		**378,132.00**
120	btl	INK, Brother BTD 100, Black, 108ml per bottle	14	528.00	7,392.00
121	btl	INK, Brother BTD 100, Cyan, 48.8ml per bottle	6	528.00	3,168.00
122	btl	INK, Brother BTD 100, Magenta, 48.8ml per bottle	6	528.00	3,168.00
123	btl	INK, Brother BTD 100, Yellow, 48.8ml per bottle	6	528.00	3,168.00
124	btl	INK, Brother DCP-TW720DW, Black, #BTD60 genuine ink, 108ml per bottle	260	548.00	142,480.00
125	btl	INK, Brother DCP-TW720DW, Cyan, #BT 5000 genuine ink, 48.8ml per bottle	126	490.00	61,740.00
126	btl	INK, Brother DCP-TW720DW, Magenta, #BT 5000 genuine ink, 48.8ml per bottle	126	490.00	61,740.00
127	btl	INK, Brother DCP-TW720DW, Yellow, #BT 5000 genuine ink, 48.8ml per bottle	93	490.00	45,570.00
128	set	INK, Brother Set DCPT-T710w, (Black, Yellow, Magenta, Cyan), 48.8 ml per bottle	5	1,150.00	5,750.00
129	btl	INK, Epson 001, Black, 127ml per bottle	35	268.00	9,380.00
130	btl	INK, Epson 001, Cyan, 70ml per bottle	10	198.00	1,980.00
131	btl	INK, Epson 001, Magenta, 70ml per bottle	10	198.00	1,980.00
132	btl	INK, Epson 001, Yellow, 70ml per bottle	10	198.00	1,980.00
			TOTAL BROUGHT FORWARD	**₱**	**727,628.00**

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 Section
PR No. 2026-2279-07

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
NOVEMBER 5, 2026
Date

Funds Available:

LITO M. NUEVA, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CDO PRF 26-11-0293-A
Amount : 1,467,378.00
1.2.1 / 5 02 03 010
5 02 03 010 (49)

OFFICE OF THE BIDS AND AWARDS COMMITTEE I

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
				TOTAL CARRIED FORWARD	**727,628.00**
133	btl	INK, Epson 003, Black, 65ml per bottle	81	168.00	13,608.00
134	btl	INK, Epson 003, Cyan, 65ml per bottle	41	168.00	6,888.00
135	btl	INK, Epson 003, Magenta, 65ml per bottle	41	168.00	6,888.00
136	btl	INK, Epson 003, Yellow, 65ml per bottle	40	168.00	6,720.00
137	btl	INK, Epson 664, Black, genuine ink, 70ml per bottle	17	418.00	7,106.00
138	btl	INK, Epson 664, Cyan, genuine ink, 70ml per bottle	1	418.00	418.00
139	btl	INK, Epson 664, Magenta, genuine ink, 70ml per bottle	1	418.00	418.00
140	btl	INK, Epson 664, Yellow, genuine ink, 70ml per bottle	1	418.00	418.00
141	btl	INK, Epson L121, Code 664, Black, 40ml per bottle	20	188.00	3,760.00
142	btl	INK, Epson L121, Code 664, Cyan, 40ml per bottle	15	188.00	2,820.00
143	btl	INK, Epson L121, Code 664, Magenta, 40ml per bottle	15	188.00	2,820.00
144	btl	INK, Epson L121, Code 664, Yellow, 40ml per bottle	15	188.00	2,820.00
145	btl	INK, Epson L3250, Black, 65ml per bottle	5	360.00	1,800.00
146	btl	INK, Epson L6460, Black, #008 genuine ink, 127ml per bottle	7	1,078.00	7,546.00
147	btl	INK, Epson L6460, Cyan, #008 genuine ink, 70ml per bottle	9	888.00	7,992.00
			TOTAL BROUGHT FORWARD	**₱**	**799,650.00**

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 Section
PR No. 2026-2279-07

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
NOVEMBER 5, 2026
Date

Funds Available:

LITO N. NUEVA, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CDO PAF 26-11-0793-A
Amount : 1,167,713.00
1.2.1 | 5 02 07 010
5 02 63 000 (90)

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 I

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
			TOTAL CARRIED FORWARD		**799,650.00**
148	btl	INK, Epson L6460, Magenta, #008 genuine ink, 70ml per bottle	7	888.00	6,216.00
149	btl	INK, Epson L6460, Yellow, #008 genuine ink, 70ml per bottle	7	888.00	6,216.00
150	pc/s	INK CARTRIDGE, Brother MFC-J2730DW (LC462), Cyan	2	899.00	1,798.00
151	pc/s	INK CARTRIDGE, Brother MFC-J2730DW (LC462), Magenta	2	899.00	1,798.00
152	pc/s	INK CARTRIDGE, Brother MFC-J2730DW (LC462), Yellow	2	899.00	1,798.00
153	cart	INK CARTRIDGE, Epson C13T00V100, Black	5	550.00	2,750.00
154	cart	INK CARTRIDGE, Epson C13T664100 (T6641), Black	1	270.00	270.00
155	cart	INK CARTRIDGE, Epson C13T664200 (T6642), Cyan	1	270.00	270.00
156	cart	INK CARTRIDGE, Epson C13T664300 (T6643), Magenta	1	270.00	270.00
157	cart	INK CARTRIDGE, Epson C13T664400 (T6644), Yellow	1	270.00	270.00
158	box	INK CARTRIDGE, HP Advantage Printer #678, Tri-color (Cyan, Magenta & Yellow), 100ml each color	1	668.00	668.00
159	box	INK CARTRIDGE, HP Advantage Printer #680, Black	2	518.00	1,036.00
160	unit	INK CARTRIDGE, HP Laserjet P 1006 HP CB 435A, Black	2	3,288.00	6,576.00
161	pc/s	INK CARTRIDGE, HP LaserJet Pro P1102 Printer (CE651A), P1102, P1102w, M1132, M1212, M1214, M1417, Black	4	3,688.00	14,752.00
			TOTAL BROUGHT FORWARD	**₱**	**844,338.00**

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 Section
PR No. 2026-2279-07

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
NOVEMBER 5, 2026
Date

Funds Available:

LITO N. NUEVA, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CDO PAF 26-11-0743-A
Amount : 1,667,715.00
1.1.1 5 02 03 010
5 02 03 020 (44)

OFFICE OF THE BIDS AND AWARDS COMMITTEE I

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026		

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
				TOTAL CARRIED FORWARD	**844,338.00**
164	unit	KYOCERA MAINTENANCE KIT, genuine	1	12,988.00	12,988.00
165	unit	KYOCERA TONER TK-1175, genuine	1	7,358.00	7,358.00
166	pc/s	LEVER ARCH FILE LATERAL, made of chipboard, taglia lock, 8 5/8 inches in height (for the front flap), 9 5/8 inches in height (for the back flap) and 11 3/4 inches in width, with plastic pocket for label, Blue	35	148.00	5,180.00
167	pc/s	LEVER ARCH FILE LATERAL, made of chipboard, taglia lock, 8 5/8 inches in height (for the front flap), 9 5/8 inches in height (for the back flap) and 11 3/4 inches in width, with plastic pocket for label, Red	50	154.00	7,700.00
168	set	MARKER, Fluorescent, 3 Assorted Colors per set	64	34.00	2,176.00
170	pc/s	MARKER, Permanent, Broad Tip, Black	5	16.00	80.00
171	pc/s	MARKER, Permanent, Broad Tip, Blue	5	14.00	70.00
172	pc/s	MARKER, Permanent, Broad Tip, Red	16	14.00	224.00
173	pc/s	MARKER, Permanent, Bullet Tip, Black	65	16.00	1,040.00
174	pc/s	MARKER, Permanent, Bullet Tip, Blue	5	14.00	70.00
175	pc/s	MARKER, Permanent, Bullet Tip, Red	5	14.00	70.00
176	pc/s	MARKER, Permanent, Fine Tip, Black	51	16.00	816.00
				TOTAL BROUGHT FORWARD	**₱ 882,110.00**

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 Section
PR No. 2026-2279-07

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
NOVEMBER 5, 2026
Date

Funds Available:

LITO N. NUEVA, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CDO BAC 26-11-0793-A
Amount : 1,667,715.00
1.e.1 / 5 02 07 010
5 02 03 010 (99)

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 I

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026		

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
				TOTAL CARRIED FORWARD	**882,110.00**
177	pc/s	MARKER, Permanent, Fine Tip, Red	5	14.00	70.00
179	pc/s	MARKER, Whiteboard, Broad Tip, Black	670	20.00	13,400.00
180	pc/s	MARKER, Whiteboard, Broad Tip, Red	205	20.00	4,100.00
188	pad	NOTE PAD, stick on, 2" x 3", Yellow, 100 sheets per pad	297	36.00	10,692.00
189	pad	NOTE PAD, stick on, 3" x 3", Yellow, 100 sheets per pad	240	58.00	13,920.00
190	pad	NOTE PAD, stick on, 3" x 4", Yellow, 100 sheets per pad	197	58.00	11,426.00
193	pck	PAPER, Manila, 10 sheets per pack	11	88.00	968.00
194	rm	PAPER, Multicopy, 80gsm, A3, 500 sheets per ream	15	488.00	7,320.00
195	rm	PAPER, Multicopy, 80gsm, Legal, 500 sheets per ream	491	248.00	121,768.00
197	rm	PAPER, Multipurpose, 80gsm, A4, 500 sheets per ream	317	152.00	48,184.00
198	rm	PAPER, Multipurpose, 80gsm, Legal, 500 sheets per ream	211	176.00	37,136.00
199	box	PAPER, Parchment, 12" x 12", 100 sheets per box	5	170.00	850.00
200	rm	PAPER, Short, 80gsm, 500 sheets per ream	15	198.00	2,970.00
201	rm	PAPER BOOK, Short, 500 sheets per ream	33	288.00	9,504.00
				TOTAL BROUGHT FORWARD	**₱ 1,164,418.00**

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 Section
PR No. 2026-2279-07

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
NOVEMBER 5, 2026

Funds Available:

LITO N. NUEVA, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CO6 PAR 26-11-0793-A
Amount : 1,663,713.00
Le.1 / 5 02 02 010
5 02 03 096 (99)

OFFICE OF THE BIDS AND AWARDS COMMITTEE I

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
				TOTAL CARRIED FORWARD	**1,164,418.00**
202	pc/s	PAPER CLIP, Large, Stainless Steel	3	188.00	564.00
203	box	PAPER CLIP, Stainless Steel, 33mm, 100 pcs per box	93	8.00	744.00
204	box	PAPER CLIP, Stainless Steel, 50mm, 100 pcs per box	48	18.00	864.00
205	box	PAPER CLIP, Vinyl, 33mm, Assorted Color, 100 pcs per box	10	28.00	280.00
206	box	PAPER CLIP, Vinyl, 50mm, Assorted Color, 100 pcs per box	10	68.00	680.00
207	pc/s	PAPER CUTTER, Wooden Base, 15" x 12"/long size, length: 39cm, width: 5cm, height: 32cm	3	1,598.00	4,794.00
209	box	PENCIL, Lead/Graphite, with Eraser, 12 pcs per box	26	43.00	1,118.00
210	pc/s	PENCIL SHARPENER, manual hand crank operation with a metal table mount to hold your sharpener firmly in place, large shaving bin and sharpens wood/colored pencil	2	248.00	496.00
211	pc/s	PHILIPPINE NATIONAL FLAG, 6ft x 3ft, 100% polyester	10	288.00	2,880.00
212	pc/s	PHOTO PAPER, Glossy Inkjet Paper, A4, 200gsm, 210g/m3, Double-Sided, Waterproof Series, 20 sheets per pack	10	73.00	730.00
213	pck	PHOTO PAPER, Glossy, A4, 180gsm, 10 sheets per pack	29	85.00	2,465.00
214	pck	PHOTO PAPER, Matte, A4, 200gsm, 10 sheets per pack	33	88.00	2,904.00
215	pck	PHOTO PAPER, Satin, A4, 200gsm, 20 sheets per pack	40	88.00	3,520.00
				TOTAL BROUGHT FORWARD	**P 1,186,457.00**

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 Section
PR No. 2026-2279-07

Very truly yours,

ATTY. DIONEL Q. ALBINA
Chancellor, USTP-CDO Campus

Conforme:

BRENDA A. FABREA
MECHTRONICS TRADING AND SERVICES
Signature over printed name of Supplier
Date: NOVEMBER 5, 2026

Funds Available:

LITO N. NUEVA, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CDO PPF 26-11-0793-A
Amount : 1,164,715.00
12.1 / 5 02 03 010
5 02 03 020 (99)

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 I

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026		

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
				TOTAL CARRIED FORWARD	**1,186,457.00**
216	pck	PHOTO PAPER, Satin, A4, 260gsm, 20 sheets per pack	5	228.00	1,140.00
219	pc/s	PUNCHER, for Paper, Heavy Duty, Black	8	170.00	1,360.00
223	book	RECORD BOOK, 300 pages per book	97	98.00	9,506.00
224	book	RECORD BOOK, 500 pages per book	77	128.00	9,856.00
225	pc/s	RIBBON, Epson LQ-310	20	200.00	4,000.00
226	pc/s	RIBBON, Epson LQ-380 PRO	9	850.00	7,650.00
227	cart	RIBBON CARTRIDGE, Epson LX-310	38	188.00	7,144.00
228	pc/s	RING BINDER/COMB, Plastic, Black, 51mm	100	55.00	5,500.00
229	pc/s	RING BINDER/COMB, Plastic, Blue, 14mm	25	23.00	575.00
230	pc/s	RING BINDER/COMB, Plastic, Blue, 20mm	40	40.00	1,600.00
231	bndl	RING BINDER/COMB, Plastic, Yellow, 32mm, 10 pcs per bundle	5	218.00	1,090.00
233	pc/s	RULER, Plastic, 450mm	11	20.00	220.00
234	pc/s	RULER, Stainless Steel, 12 inches	2	75.00	150.00
235	pr	SCISSORS, Symmetrical / Asymmetrical	46	38.00	1,748.00
237	box	SIGN PEN, Extra Fine Tip, 0.3mm, Black, 12 pcs per box	1	388.00	388.00
				TOTAL BROUGHT FORWARD	**₱ 1,238,384.00**

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 Section
PR No. 2026-2279-07

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
NOVEMBER 5, 2026

Funds Available:

LITO N. NUEVA, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CDO PR# 26-11-0793-A
Amount : 1,667,715.00
1.6.1 / 5 02 03 010
5 02 03 600 (99)

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026		

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
			TOTAL CARRIED FORWARD		**1,238,384.00**
238	box	SIGN PEN, Extra Fine Tip, 0.3mm, Blue, 12 pcs per box	1	388.00	388.00
239	pc/s	SIGN PEN, Extra Fine Tip, 0.7mm, Black	1682	28.00	47,096.00
240	pc/s	SIGN PEN, Extra Fine Tip, 0.7mm, Blue	938	28.00	26,264.00
241	pc/s	SIGN PEN, Extra Fine Tip, 0.7mm, Red	563	28.00	15,764.00
242	pc/s	SIGN PEN, Fine Tip, 0.7mm, Black	940	28.00	26,320.00
243	pc/s	SIGN PEN, Fine Tip, 0.7mm, Blue	618	28.00	17,304.00
244	pc/s	SIGN PEN, Fine Tip, 0.7mm, Red	312	28.00	8,736.00
245	pc/s	SIGN PEN, Medium Tip, 0.7mm, Black	340	58.00	19,720.00
246	pc/s	SIGN PEN, Medium Tip, 0.7mm, Blue	310	58.00	17,980.00
247	pc/s	SIGN PEN, Medium Tip, 0.7mm, Red	160	58.00	9,280.00
249	pck	SPECIAL PAPER, Glossy, Printing for the event program, 20 sheets per pack	20	102.00	2,040.00
250	pc/s	STAMP PAD, Felt, Blue	37	38.00	1,406.00
251	btl	STAMP PAD, Ink, Blue, 30ml per bottle	35	28.00	980.00
252	pc/s	STAPLE REMOVER, Plier Type, Stainless Steel	12	36.00	432.00
			TOTAL BROUGHT FORWARD	**₱**	**1,432,094.00**

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 Section
PR No. 2026-2279-07

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
NOVEMBER 5, 2026

Funds Available:

LITO R. NUEVA, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CDO BAF 26-11-0793-A
Amount : 1,447,713.60
1.2.1 / 5 02 03 010
5 02 03 040 (94)

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 I

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026		

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
			TOTAL CARRIED FORWARD		**1,432,094.00**
253	pc/s	STAPLE WIRE, No. 0013	5	128.00	640.00
254	box	STAPLE WIRE, Standard, 1000 pcs per box	123	28.00	3,444.00
255	unit	STAPLER, Binder, Heavy Duty, Black	2	518.00	1,036.00
256	unit	STAPLER, Long-arm Stapler, Heavy Duty, Black	2	1,498.00	2,996.00
257	pc/s	STAPLER, Standard Type, Heavy Duty, Black	20	198.00	3,960.00
258	pc/s	STENO NOTEBOOK, 60 leaves, Top Binding	34	11.00	374.00
260	pck	STICKER PAPER, A4, Fluorescent Green, 10 sheets per pack	5	63.00	315.00
261	pck	STICKER PAPER, A4, Fluorescent Pink, 10 sheets per pack	5	63.00	315.00
262	pck	STICKER PAPER, A4, Fluorescent Yellow, 10 sheets per pack	5	63.00	315.00
263	pck	STICKER PAPER, A4, Matte, 10 sheets per pack	30	56.00	1,680.00
264	pad	STICKY NOTES, 3" x 3", Pastel Colors, 100 sheets per pad	8	56.00	448.00
265	pad	STICKY NOTES, 3" x 5", Pastel Colors, 100 sheets per pad	103	48.00	4,944.00
266	pad	STICKY NOTES, Arrow Sign Here, 5 Line Assorted Colors, 25 sheets per pad	15	28.00	420.00
267	pad	STICKY NOTES, Film tab, Index Sign Here For Signature, 5 Line Assorted Colors, 25 sheets per pad	60	28.00	1,680.00
			TOTAL BROUGHT FORWARD	**₱**	**1,454,661.00**

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 Section
PR No. 2026-2279-07

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
NOVEMBER 5, 2026

Funds Available:

LITO R. AQUE, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No.. : COs DAT 26-11-0773-A
Amount : 1,667.775.00
L.I / J 07 63 010
07 03 010 [49]

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
			TOTAL CARRIED FORWARD		**1,454,661.00**
268	pck	STICKY NOTES SEPARATOR, Index, Markers, 8 Line Assorted Colors, 25 sheets per pack	10	48.00	480.00
269	pc/s	STORAGE BOX, for Legal Size, Brown	40	73.00	2,920.00
270	pc/s	STORAGE BOX, Plastic, Transparent, 75 liters per piece	1	1,498.00	1,498.00
272	pck	TAG BOARD, Long, Brown, 100 pcs per pack	5	320.00	1,600.00
273	roll	TAPE, Electrical, width: 19mm x 8m	12	20.00	240.00
274	roll	TAPE, Masking, 24mm x 50m	115	58.00	6,670.00
275	roll	TAPE, Masking, 48mm x 50m	41	138.00	5,658.00
276	roll	TAPE, Packaging, 48mm x 200m	18	28.00	504.00
277	roll	TAPE, Packaging, 60mm x 50m	20	26.00	520.00
278	roll	TAPE, Transparent, 24mm x 100m	176	16.00	2,816.00
279	roll	TAPE, Transparent, 48mm x 100m	181	28.00	5,068.00
280	unit	TAPE DISPENSER, Table Top, Black	13	78.00	1,014.00
284	pc/s	TONER CARTRIDGE, Brother TN 2380	8	4,688.00	37,504.00
285	cart	TONER CARTRIDGE, HP CE285A (HP85A), Black	19	3,998.00	75,962.00
			TOTAL BROUGHT FORWARD	**₱**	**1,597,115.00**

day of delay shall be imposed.

Checked and verified by:

MELANIE A. JALOVER
Head, Procurement Services Section
PR No. 2026-2279-07

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
NOVEMBER 5, 2026

Funds Available:

LITO N. NUEVA, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CDO BAF 26-11-0797-A
Amount : 1,667,715.00
12.1 / 5 02 03 010
5 02 03 040 (99)

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 I

PURCHASE ORDER

PRN : USTP-GSPB08-09-2026-2279-26640
End-User Rep. : Mr. Erick C. Gundran
Location of Project: USTP-CDO Campus

Supplier	: **MECHTRONICS TRADING AND SERVICES**	P.O. CBNo.	: 26-10-0010
Address	: Zone 9, Brgy. Molugan, El Salvador City, Misamis Oriental	Date	: October 26, 2026
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 Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026		

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	: Forty-five (45) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
				TOTAL CARRIED FORWARD	**1,597,115.00**
286	cart	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	1	3,288.00	3,288.00
287	cart	TONER CARTRIDGE, LASER 107A	5	3,188.00	15,940.00
288	unit	TONER CARTRIDGE, Laser Inkjet Printer, 136A, Black	5	4,000.00	20,000.00
294	pck	VELLUM BOARD PAPER, A4, 180gsm, 100 pcs per pack	119	238.00	28,322.00
295	pck	VELLUM BOARD PAPER, A3, 200gsm, 10 sheets per pack	5	70.00	350.00
296	pck	VELLUM BOARD PAPER, A4, 200gsm, 10 sheets per pack	90	30.00	2,700.00
		Nothing Follows			
		GRAND TOTAL: ONE MILLION SIX HUNDRED SIXTY-SEVEN THOUSAND SEVEN HUNDRED FIFTEEN PESOS AND 00/100 ONLY		**₱**	**1,667,715.00**

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 Section
PR No. 2026-2279-07

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.
NOVEMBER 5, 2026

Funds Available:

LITO N. NUEVA, MPA, MBA
ACCOUNTANT IN-CHARGE
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

BUR/ObR No. : CDO PAF 26-11-0793-P
Amount : 1,667,715.00
12.1.15 02 03 010
5 01 03 06 (99)