



PURCHASE ORDER

Procurement Unit

Tel No.: (045) 606-8142/ 606-8157

DELIVERY DUE DATE: Pick-Up / COD

Supplier : **PANDAYAN BOOKSHOP, INC.**
 Address : **San Roque, Tarlac City**
 Type of Business : **Merchandising**
 TIN No. : **002-857-329-052**
 Tel. No. : **0923-084-5931**

PR No.: **2024-02-040**
 PO No.: **2024-252**
 Date: **4/24/2024**
 Mode of Procurement: **Small Value**

Gentlemen:

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

Place of Delivery: **TARLAC STATE UNIVERSITY**

Date of Delivery:

Delivery Term: **Pick-up**

Payment Term: **COD**

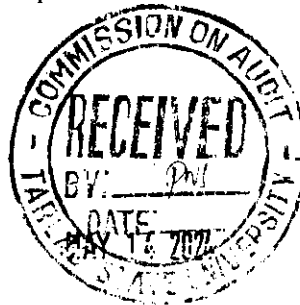
Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	ream	BONDPAPER, A4, (Pandayan Brand)	5	225.00	1,125.00
2	ream	BONDPAPER, Long, (Pandayan Brand)	5	249.00	1,245.00
3	ream	BONDPAPER, Short, (Pandayan Brand)	5	213.00	1,065.00
6	pack	PHOTO PAPER, A4, Glossy (210x297mm) 20's	10	76.00	760.00
7	piece	GUN TACKER	2	547.00	1,094.00
12	pack	COLORED PAPER, Assorted 250's	1	249.00	249.00
13	box	GUN TACKER, Staple Wire	5	37.00	185.00
15	box	STAPLE WIRE, 110x22x40mm no.10	5	12.00	60.00
19	piece	GLUE GUN, Big	5	330.00	1,650.00
25	piece	SCISSORS, 8in"	5	78.00	390.00
					<u>7,823.00</u>

 Purpose: CCS-Project: Access of School Supplies for A.Y. 2023-2024

(Total Amount in Words) Seven Thousand Eight Hundred Twenty-Three Pesos Only

Warranty shall be for a period minimum of Three (3) months for expendable supplies, or a minimum period of one (1) Year for non-expendable supplies. In case of failure to make 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

Very truly yours,



DR. ARNOLD E. VELASCO

President

Authorized Official

Conforme:

PANDAYAN BOOKSHOP, INC.

(Signature over printed name & date) 5/14/24

Bank Account Name:

Bank Account Number:

Bank Name:

Bank Address:

Funds Available:

JASPER A. TAUDER, CPA

Budget Officer

ALOBS No.: **TSU-Proc-2024-05-1404**

Amount: **7,823.00**