



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.: 2024-08-351

PO No.: 2024-657

Date: 10/15/2024

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	PAPER , Papelikha, Multi-Purpose, 70gsm (min.), Legal	5	230.00	1,150.00
2	piece	PAPER , Papelikha, Multi-Purpose, A4, 70gsm	5	208.00	1,040.00
15	box	FASTENERS , plastic 70mm ***** <i>Purpose: for the college long term extension supplies (ATAG).</i>	1	56.00	56.00
					<u>2,246.00</u>

(Total Amount in Words) Two Thousand Two Hundred Forty Six 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:

[Signature] 10/29/24



PANDAYAN BOOKSHOP, INC.

(Signature over printed name & date)

Bank Account Name:

Bank Account Number:

Bank Name:

Bank Address:

Funds Available:

JASPER A. YAUDER, CPA

Budget Officer

ALOBS No.: 02-76441-2024 70 - 2418

Amount: 2,246.00