



# PURCHASE ORDER

**DELIVERY DUE DATE:** Pickup / COD

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

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.: 2022-08-204  
PO No.: 2022-467  
Date: 10/12/2022  
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
6	piece	<b>FOLDER</b> , clipboard, legal	2	63.65	127.30
7	piece	<b>FRAME</b> , for Award Certificate, Diploma or Document Frame A4	5	94.05	470.25
11	piece	<b>MARKING PEN</b> , 12 colored pens/ set, Lion City	3	26.36	79.08
14	ream	<b>PAPER</b> , Bond Paper, Short, 8.5 x 11 subs. 20, Papelikha	72	188.00	13,536.00
17	pack	<b>PIN</b> , Dressmaker w/head, colored	4	20.00	80.00
20	box	<b>STAPLE WIRE</b> , for Gun Tacker 13/4-6-8mm Brite	2	49.40	98.80
21	box	<b>STAPLE WIRE</b> , for T50 Gun Tacker Brite	1	49.40	49.40
26	roll	<b>TAPE</b> , Double sided, 18m x 6mm, white Crocodile	4	16.15	64.60
27	roll	<b>TAPE</b> , Double sided, 18m x 10m Crocodile	4	28.50	114.00
28	roll	<b>TAPE</b> , Duct, 48mm, 50meters HBW	5	73.15	365.75
30	box	<b>T-PINS</b> , (use for table skirting) 1-1/2" stainless steel pins, 50pcs/mat	4	20.00	80.00
31	piece	<b>WHITE BOARD</b> , size 3ft. x 4ft. ***** <i>Purpose: VARIOUS OFFICE SUPPLIES APP 2022 (3RD QUARTER)</i>	1	1588.40	1,588.40
					<b><u>16,653.58</u></b>

(Total Amount in Words) Sixteen Thousand Six Hundred Fifty Three Pesos & Fifty Eight Centavos 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. GRACE N. ROSETE**  
Vice Presiden for Administration  
Authorized Official

Conforme:

**PANDAYAN BOOKSHOP, INC.**  
(Signature over printed name & date) 10/19/22

Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_

COMMISSION ON AUDIT - TSU  
**RECEIVED**  
OCT 19 2022

Funds Available:  
  
**JASPER A. YAUDER, CPA**  
Budget Office

ALOBS No. :  
Amount :