



PURCHASE ORDER

Procurement Unit

Telephone No.: 045-606-8142/606-8157

DELIVERY DUE DATE: COD

Supplier : **PANDAYAN BOOKSTORE INC.**

Address : San Roque, Tarlac City

Type of Business: Merchandising Business

TIN#: 002-857-329-052

Tel. No. : 0923-084-5931

PR No.: 2022-08-235

PO No.: 2022-521

Date: 11/02/2022

Mode of Procurement: Small Value Shopping

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: C.O.D.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
✓ 12	piece(s)	DESK TRAY , 3 Layers (wiremesh)	8	382.57	3,060.56
✓ 17	box	FRAME , for Award Certificate, Diploma or Document frame A4	5	83.60	418.00
✓ 21	tube	GLUE , solid white, 22 grams, elmers glue 40g	142	25.65	3,642.30
✓ 23	piece	Glue , stick, size 7mm/11mm, small	60	5.70	342.00
✓ 24	unit	GUN TACKER , T25, JTI only	1	519.65	519.65
✓ 26	bottle(s)	INK REFILL , permanent marker, black, pilot	9	87.40	786.60
✓ 27	bottle(s)	INK REFILL , whiteboard marker, black, pilot	57	139.65	7,960.05
✓ 30	piece	MARKER , permanent, bullet type, black, refillable, pilot	2	38.95	77.90
✓ 43	pack	PHOTO PAPER , A3, High Glossy, 230 gsm, 20sheets/pack	10	142.50	1,425.00
✓ 44	pack	PHOTO PAPER , A4, High glossy, 230gsm, 20sheets/pack	12	28.98	347.76
✓ 45	pack	PIN , Dressmaker w/ Head Colored	12	20.00	240.00
✓ 48	piece(s)	RING BIND , 1" x 44 Black	300	38.95	11,685.00
Sub-Total					30,504.82

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, *u/ro*
DR. GRACE N. ROSETE
 Vice President for Administration
 Authorized Official

Conforme:

Jul
PANDAYAN BOOKSTORE INC. *11/11/22*
 (Signature over printed name & date)

Bank Account Name: _____
 Bank Account Number: _____
 Bank Name: _____
 Bank Address: _____

COMMISSION ON AUDIT - TSU
RECEIVED
 By: _____ Date: NOV 11 2022

Funds Available:
Jasper A. Yauder
JASPER A. YAUDER, CPA
 Budget Officer

ALOBS No. : 02-202441-1177-11-1526
 Amount : 41,261.32



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Address : San Roque, Tarlac City
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TIN#: 002-857-329-052
Tel. No. : 0923-084-5931

PR No.: 2022-08-235
PO No.: 2022-521
Date: 11/02/2022
Mode of Procurement: Small Value Shopping

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Place of Delivery: TARLAC STATE UNIVERSITY
Date of Delivery: _____

Delivery Term: Pick-up
Payment Term: C.O.D

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
<i>Balance Forwarded</i>					30,504.82
✓ 49	piece(s)	RING BINDER, (Black) 1/2 x 44	100	13.30	1,330.00
✓ 50	piece(s)	RING BINDER, (Black) 5/8 x 44	300	20.90	6,270.00
✓ 62	box	STAPLE WIRE, for Gun Tacker 13/4-6-7mm	2	47.00	94.00
✓ 63	box	STAPLE WIRE, for T50 gun tacker	2	53.00	106.00
✓ 65	pack	STICKER PAPER, glossy, A4 (10's per pack)	23	49.75	1,144.25
✓ 69	roll	TAPE, double sided, 18m x 6mm, white	10	16.15	161.50
✓ 70	roll	TAPE, double sided, 18mm x 10m	15	28.50	427.50
✓ 71	roll	TAPE, duct, 48mm x 11yds	5	73.15	365.75
✓ 73	box	THUMB TACKS, thumb tacks	50	12.35	617.50
✓ 74	mat	T-PINS, (use for table skirting) 1-1/2" stainless steel pins, 50pcs/mat	12	20.00	240.00
***** Purpose: <i>VARIOUS OFFICE SUPPLIES (APP 2022 1ST QTR)</i>					<u>41,261.32</u>

(Total Amount in Words) Forty One Thousand Two Hundred Sixty One Pesos & Thirty Two Centavos Only

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Very truly yours,

DR. GRACE N. ROSETE
Vice President for Administration
Authorized Official

Conforme:

PANDAYAN BOOKSTORE INC.
(Signature over printed name & date) 11/11/22

Bank Account Name: _____
Bank Account Number: _____
Bank Name: _____
Bank Address: _____

COMMISSION ON AUDIT - TSU
RECEIVED
NOV 11 2022

Funds Available:

JASPER A. YAUDER, CPA
Budget Officer

ALOBS No. : 02-200441-2022-11-1826
Amount : 41,261.32