



PURCHASE ORDER

DELIVERY DUE DATE: pick-up/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 Vat. Reg.
Tel. No. : 0923-084-5931

PR No.: 2021-02-044
PO No.: 2021-162
Date: 5/14/2021
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**

Delivery Term: Pick-up

Date of Delivery:

Payment Term: COD

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
36	pcs	DATER , self inking stamp	21	265.76	5,580.96
65	box	INDEX TAB , self-adhesive	521	23.75	12,373.75
77	pad	NOTE PAD , stick-on, 3" x 3" 100 sheets/pad ***** <i>Purpose: Various common janitorial supplies, common use supplies, I.T supplies and accessories and medical supplies available at PS-DBM- APP 2021 1st Qtr</i>	6	19.95	119.70
					<u>18,074.41</u>

(Total Amount in Words) Eighteen Thousand Seventy Four Pesos & Forty One Centavos

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
DR. ARMEE N. ROSEL

VP, Research & Extension Services

Authorized Official *[Signature]*

Conforme:

July 8/26/21
PANDAYAN BOOKSHOP, INC.

(Signature over printed name & date)

Bank Account Name: _____

Bank Account Number: _____

Bank Name: _____

Bank Address: _____

Funds Available:

[Signature]
ELENA MARY P. REFILO
HEAD, Budget Office

COMMISSION ON AUDIT - TSU

RECEIVED

By: *JGT* Date: _____ Time: _____

26 MAY 2021

ALOBS No. : 02-206441-2021-05-0673

Amount : ₱18,074.41

Form No.: TSU-PRO-SF 09

Revision No. 03

Effectivity Date: August 24, 2020

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Noted
6/1/2021