



PURCHASE ORDER

Procurement Unit

Telephone No.: (045) 606-8110 local 157/142

DELIVERY DUE DATE: 21 MAR 2026

Supplier : <u>TRIPLE 1 OFFICE SUPPLIES & EQUIPMENT TRADING</u> Address : <u>445 M.H. Del Pilar St. Santo Cristo Tarlac City</u> TIN : <u>441-393-698-000</u> Contact No. : <u>0916-662-3833</u>	P.O. No. : <u>2026-062</u> Date : <u>2/10/2026</u> Mode of Procurement : <u>Small Value Procurement (SVP)</u>
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Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <u>TARLAC STATE UNIVERSITY</u> Date of Delivery : _____	Delivery Term : <u>30 calendar days</u> Payment Term : <u>n/15</u>
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	tube	BLADE, Cutter 1" (10pcs/tube)	2	40.00	80.00
2	box	CLIP, Backfold 25mm (12pcs/box)	3	18.00	54.00
3	box	CLIP, Backfold 50mm (12pcs/box)	3	67.00	201.00
4	box	CLIP, Paper vinyl/plastic coated 33mm	5	15.00	75.00
5	box	CLIP, Paper vinyl/plastic coated 50mm	5	35.00	175.00
6	piece	CUTTER, 1" (for paper use)	2	65.00	130.00
9	box	ENVELOPE, Documentary A4 (500pcs/box)	1	850.00	850.00
13	box	FOLDER, Pressboard Legal	1	1,030.00	1,030.00
14	pack	FOLDER, Tagboard A4, with tab (100pcs/pack)	1	385.00	385.00
15	pack	FOLDER, Tagboard Legal, with tab (100pcs/pack)	1	415.00	415.00
16	piece	MARKER, Permanent, Tip: Fine (Black)	10	35.00	350.00
17	piece	MARKER, Whiteboard (Black)	10	40.00	400.00
18	ream	PAPER, Bond A4 S20	10	210.00	2,100.00
19	ream	PAPER, Bond Long S20	10	230.00	2,300.00
21	pair	SCISSOR, stainless steel 200mm	2	100.00	200.00
22	bottle	STAMP PAD INK, Violet 50ml	2	35.00	70.00
24	piece	STAPLE REMOVER, plier type	2	55.00	110.00
26	piece	STAPLER, Big, Heavy Duty	2	380.00	760.00
27	piece	TAPE DISPENSER, tabletop, for 24mm width tape	1	250.00	250.00
28	roll	TAPE, Transparent 1"	3	20.00	60.00
					9,995.00

 Purpose: Office Supplies (Supplemental APP 2025 - School of Medicine) (PR# 2025-10-351)

Nine Thousand Nine Hundred Ninety-Five Pesos Only

In case of failure to make the 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 on the undelivered item/s. Contract may be terminated in whole or in part, at anytime for the convenience of the Government upon thirty (30) calendar days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.

Conforme:

 Signature over Printed Name of Supplier

 2/19/26

 Date



Very truly yours,

 DR. ARNOLD E. VELASCO
 President

 Authorized Official

Fund Cluster : _____ Funds Available : _____ <div style="text-align: center; margin-top: 20px;"> _____ JASPER A. YAUDER, CPA Budget Officer </div>	ORS/BURS No. : <u>07-10614-1016-0715</u> Date of the ORS/BURS: <u>Feb 18, 2026</u> Amount : <u>9,995.00</u>
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