



PURCHASE ORDER

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

DELIVERY DUE DATE: 12 SEP 2024

TRIPLE 1 OFFICE SUPPLIES & EQUIPMENT

Supplier : **TRADING**
Address : 445 M.H. Del Pilar St. Santo Cristo Tarlac City
Type of Business : Merchandising
TIN No. : 441-393-698-000
Tel. No. : 0916-662-3833

PR No.: 2024-06-249
PO No.: 2024-512
Date: 8/7/2024
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**

Delivery Term: 30 calendar days

Date of Delivery:

Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
2	box	MARKER , Whiteboard, black, felt tip, bullet type (12pcs/box)	5	700.00	3,500.00
7	box	BALLPEN , Black, Fine point 0.7mm, gel pen, retractable (12pcs/box)	5	400.00	2,000.00
8	box	BALLPEN , Red, Fine point 0.7mm, gel pen, retractable (12pcs/box)	5	400.00	2,000.00
15	piece	FILE TRAY , 3 layers	5	550.00	2,750.00
16	box	MARKER , Permanent, black, felt tip, bullet type (12pcs/box)	2	300.00	600.00
23	box	STAPLE WIRE , 6mm, 24/6, 1000 staples/box ***** <i>Purpose: for Establishment of DOST-TSU Aslagan.</i>	100	80.00	8,000.00
					<u>18,850.00</u>

(Total Amount in Words) Eighteen Thousand Eight Hundred Fifty 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:

8/13/24

TRIPLE 1 OFFICE SUPPLIES & EQUIPMENT TRADING

(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.: 02-202403-2024-08-0143
Amount: 16,850.00