



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
Tel. No. : 0923-084-5931

PR No.: 2024-10-426
PO No.: 2024-804
Date: 12/12/2024
Mode of Procurement: Small Value

Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein:

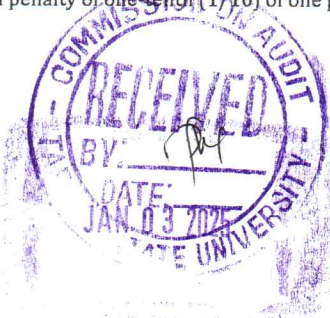
Place of Delivery: **TARLAC STATE UNIVERSITY**
Date of Delivery:
Delivery Term: Pick-up
Payment Term: COD

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
15	box	ENVELOPE, mailing, 4 x9"	2	369.00	738.00
20	pad	NOTE PAD, stick on, 3 x3	10	23.00	230.00
21	pad	NOTE PAD, stick on, 50mm x 76mm (2"x3")min	10	18.00	180.00
22	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4")min	10	29.00	290.00
26	piece	SIGN PEN, Extra fine tip, black	12	22.75	273.00
27	piece	SIGN PEN, Extra fine tip, blue	12	22.75	273.00
***** Purpose: for the office supplies and fixtures of the OVPA.					<u>1,984.00</u>

(Total Amount in Words) One Thousand Nine Hundred Eighty Four 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

Conforme: 11/3/25
PANDAYAN BOOKSHOP, INC.
(Signature over printed name & date)
Bank Account Name: _____
Bank Account Number: _____
Bank Name: _____
Bank Address: _____



Very truly yours,
DR. ARNOLD E. VELASCO
President
Authorized Official

Funds Available:
JASPER A. YAUDER, CPA
Budget Officer

ALOBS No. : 02-206441-2024-12-4321
Amount : ₱1984-