



# PURCHASE ORDER

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

**DELIVERY DUE DATE:** Pick-Up / 100

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.: **2024-10-398**  
PO No.: **2024-735**  
Date: **11/21/2024**  
Mode of Procurement: **Small Value**

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

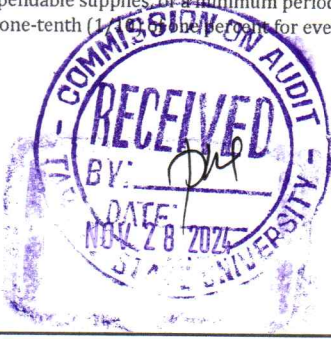
Place of Delivery: **TARLAC STATE UNIVERSITY**  
Date of Delivery:  
Delivery Term: **Pick-up**  
Payment Term: **COD**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	pad	<b>STICKY NOTES</b> , Multicolor pack, 76mm x 76mm Product Dimension: 4.5 x 1.2cm	20	21.00	420.00
2	box	<b>PERMANENT MARKER</b> , Red, Fine Mark permanently on glass, wood, metal or plastic. Fast-drying permanent markers Fine Point, 1.5mm Diameter, Bullet nib, Alcohol-based ink Fresh color in high intensity, excellent adhesion, high quality non-toxic, low odor, xylene-free formulas refillable recap after use, tip type: Fine	1	492.00	492.00
3	box	<b>PERMANENT MARKER</b> , Black, Fine Mark permanently on glass, wood, metal or plastic. Fast-drying permanent markers Fine Point, 1.5mm Diameter, Bullet nib, Alcohol-based ink Fresh color in high intensity, excellent adhesion, high quality non-toxic, low odor, xylene-free formulas refillable recap after use, tip type: Fine	1	492.00	492.00
6	piece	<b>MANILA PAPER</b> 36"x 48" Thickness: 48GSM	60	11.50	690.00
8	piece	<b>CARTOLINA</b> , Light Blue, Dimension: 22.5x28.5in 180gsm Point Type: Material	5	14.00	70.00
11	piece	<b>FOLDER</b> , White, Size: Long 14pts White   Cream	30	7.00	210.00
13	piece	<b>DOUBLE SIDED TAPE</b> , for crafts dimension: 12mm wide	5	22.00	110.00
14	piece	<b>MASKING TAPE</b> , 12mm wide. Color: White	5	27.50	137.50
15	ream	<b>LONG BOND PAPER</b> , 500 sheets (ream) Coupon Bond Paper, works with laser/inkjet printers, copiers, and fax machines. Lint-free, bright white paper. Acid-free paper, Legal Size bon paper GSM:70	22	227.00	4,994.00
16	ream	<b>BOND PAPER</b> , A4 500 sheets (ream) Coupon Bond Paper Works with laser/inkjet printers, copiers, and fax machines. Lint-free, bright white paper. Acid-free paper Letter size bond paper ***** Purpose: to conduct the study titled " Training Materials and Supplies for Long-Term Project Titled PURA: partners in progress through Utilization of Abundant Resources in an Adaptive Community.	30	205.00	6,150.00
					<b>13,765.50</b>

(Total Amount in Words) Thirteen Thousand Seven Hundred Sixty Five Pesos and Fifty Centavos 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:   
**PANDAYAN BOOKSHOP, INC.**  
(Signature over printed name & date)  
11/28/24



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

Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_

Funds Available:  
  
**JASPER A. YAUDER, CPA**  
Budget Officer

ALOBS No. : **01-206441-2024-113419**  
Amount : **P13765.50**