

Procurement Unit  
 Telefax No.: 045-982-4630

**DELIVERY DUE DATE: 19 NOV 2024**

Supplier: **TOPCOMS MARKETING CORPORATION**  
 Address: **1647 Taft Ave. Malate, Manila**  
 Type of Business: **Merchandising**  
 TIN No.: **000-775-958-000 VAT Reg.**  
 Tel. No.: **(02)525-3205**

PR No.: **2024-10-434**  
 PO No.: **2024-717**  
 Date: **11/8/2024**  
 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: **5 calendar days**  
 Date of Delivery: \_\_\_\_\_ Payment Term: **n/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	piece	<b>BALL</b> , for Volleyball, Rubber, Official Size 5	2	900.00	1,800.00
2	piece	<b>BALL</b> , for Basketball, Rubber, Official Size 7	2	800.00	1,600.00
5	tube	<b>TABLE TENNIS BALL</b> , Double Fish, 10's/tube	2	350.00	700.00
7	roll	<b>CHESS MAT</b> , Standard Size	2	600.00	1,200.00
8	piece	<b>CHESS CLOCK</b> , Leap, Digital	1	1,000.00	1,000.00
Warranty: 3 months ***** Purpose: Materials for CASS SPORTSFEST on November 15, 2024					<b>6,300.00</b>



(Total Amount in Words) Six Thousand Three Hundred 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

Conforme: *Jesus Lim Jr* 11/14/24

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

**TOPCOMS MARKETING CORPORATION**

(Signature over printed name & date)

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

Funds Available:

*Jasper A. Yauder*  
**IASPER A. YAUDER, CPA**  
 Budget Officer

ALOBS No.: *02-110241-2024-11-2625*  
 Amount: *L. 30.00*



# PURCHASE ORDER

**DELIVERY DUE DATE: 19 NOV 2024**

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Tel. No. : (02)525-3205

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Very truly yours,

**DR. ARNOLD E. VELASCO**  
President

Authorized Official

Conforme:

**TOPCOMS MARKETING CORPORATION**

(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. : 07-160041-2024-N-0625  
Amount : 6,300.00