



PURCHASE ORDER

Procurement Unit

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

DELIVERY DUE DATE: Pick-up / COD

Supplier : <u>PANDAYAN SUPERSTORES, INC.</u> Address : <u>San Roque, Tarlac City</u> TIN : <u>002-857-329-052</u> Contact No : <u>0923-084-5931/0925-595-5991</u>	P.O. No. : <u>2026-029</u> Date : <u>1/22/2026</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>Pick-Up</u> Payment Term : <u>COD</u>
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	EXPANDED FOLDER, (Expanding Folder, Pressboard) Size-Long	50	35.00	1,750.00
2	piece	STAPLER, Standard size, (Joy)	2	120.00	240.00
3	piece	STAPLE WIRE, Staple wire Number 15, (Max)	5	67.00	335.00
4	piece	STAPLE WIRE REMOVER, Plier Type, (Joy)	2	73.00	146.00
5	piece	HIGHLIGHTER, Any color, (Stabilo)	10	48.00	480.00
6	piece	PENCIL, Mongol Number 2, (Mongol)	50	10.50	525.00
7	piece	MARKER PEN, Permanent Black, (Pilot)	30	41.00	1,230.00
8	box	PAPER CLIP, Medium Size, (Prince)	10	35.00	350.00
9	box	BINDER CLIP, 25mm, (Prince)	10	30.00	300.00
10	box	BINDER CLIP, 41mm, (Prince)	10	67.00	670.00
11	box	TAPE, Utility Clear (1 inch width), (Pandayan)	10	31.00	310.00
12	ream	BOND PAPER, Long size, 70gsm, Substance 20 (Pandayan)	10	216.00	2,160.00
13	ream	BOND PAPER, A4 size, 70gsm, Substance 20 (Pandayan)	10	196.00	1,960.00
14	piece	RETRACTABLE BALLPOINT PEN, Black and Blue, (Pilot)	50	12.50	625.00
					11,081.00

 Purpose: • College of Science Long Term Extension Service:
 OFFICE SUPPLIES FOR SEMINARS & TRAININGS
 • Under Approved University 1st Community Development Projects
 and Capacity Building for Project Implementation
 • COS Angat 4K Program
 (PR# 2025-11-376)

Eleven Thousand Eighty-One 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

1/30/26

 Date



Very truly yours,

 DR. ARNOLD E. VELASCO
 President
 Authorized Official
 JAN 30 2026

Fund Cluster : _____

Funds Available : _____

 JASPER A. YAUDER, CPA
 Budget Officer

ORS/BURS No. : 02-202441-2024-01-01/02

Date of the ORS/BURS: Jan 29, 2024

Amount : 11,081.00