



# PURCHASE ORDER

Procurement Unit

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

**DELIVERY DUE DATE:** pick-up/cod

<b>Supplier :</b> <u>CERVANTES PRESS AND STORE INC.</u> <b>Address :</b> <u>F. Tañedo St, Tarlac City, Tarlac</u> <b>TIN :</b> <u>000-230-098-000 vat Reg.</u> <b>Contact No :</b> <u>0945-778-4774/982-2123</u>	<b>P.O. No. :</b> <u>2026-150</u> ✓ <b>Date :</b> <u>3/17/2026</u> ✓ <b>Mode of Procurement :</b> <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:

<b>Place of Delivery :</b> <u>TARLAC STATE UNIVERSITY</u> <b>Date of Delivery :</b> _____	<b>Delivery Term :</b> <u>Pick-Up</u> ✓ <b>Payment Term :</b> <u>COD</u> ✓
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream ✓	<b>BOND PAPER, Long (Hard Copy)</b> 70gsm	5 ✓	245.00	1,225.00
2	piece ✓	<b>CLIP BOARD, Long Vertical, PVC Materials</b>	4 ✓	100.00	400.00
					<b>1,625.00</b>
***** <i>Purpose: For the conduct of the study entitled "Evaluating the LGU-Led Initiatives Programs in Preserving Cultural Heritage and Tourism."                      Lead Author: Izelle F. Gabion                      (PR# 2026-02-019)</i>					

**One Thousand Six Hundred Twenty-Five 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:  
  
LOTA PASCUA

Signature over Printed Name of Supplier  
\_\_\_\_\_  
3/24/26  
Date



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

**Fund Cluster :** \_\_\_\_\_  
**Funds Available :** \_\_\_\_\_  
  
 JASPER A. YAUDER, CPA  
 Budget Officer

**ORS/BURS No. :** 02-16641-1026-03-1246  
**Date of the ORS/BURS:** March 19, 2026  
**Amount :** 1,625.00