



PURCHASE ORDER

Procurement Unit

Telephone No.: 045-606-8142/606-8157

DELIVERY DUE DATE: 10/5/21

Supplier : **STAPLERS INC.**
 Address : Blk. 8 Ftañedo St., Brgy. San Nicolas, Tarlac City
 Type of Business: Merchandising Business
 TIN#: 439-392-896-000 VAT Reg.
 Tel. No. : 982-0529

PR No.: 2021-06-147
 PO No.: 2021-290
 Date: 8/26/2021
 Mode of Procurement: Small Value

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: 30 Calendar days
 Payment Term: N/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
22	bundles	FOLDER, fancy (morroco), with slide, legal, 50pcs/bundle	7	500.00	3,500.00
44	bottles	STAMP PAD INK, purple or violet, 30ml ***** Purpose: failed items of various common office supplies for the 1st quarter (APP 2021)	79	30.00	2,370.00
					5,870.00

(Total Amount in Words) Five Thousand Eight Hundred Seventy 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.

Very truly yours,

DR. ARMEE N. ROSEL
 VP, Research and Extension Services
 Authorized Official



Conforme:

STAPLERS INC. 10/6/21
 (Signature over printed name & date)

Bank Account Name: _____
 Bank Account Number: _____
 Bank Name: _____
 Bank Address: _____

Funds Available:

RYLAN R. RONQUILLO
 OIC, Budget Office

ALOBS No. : 02-206441-2021-09-1211
 Amount : ₱ 5,870