



# PURCHASE ORDER

**DELIVERY DUE DATE:** 4-1-23

Procurement Unit

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

Supplier : **LUCKY 2 NON-SPECIALIZED WHOLESALE TRADING**

PR No.: 2023-01-047

Address : Atlanta St. Niñas Ville, Brgy. Suizo, Tarlac City

PO No.: 2023-085

Type of Business : Merchandising

Date: 02/23/2023

TIN No. : 482-667-684-000

Mode of Procurement: Small Value

Tel. No. : 0932-221-0201

Gentlemen:

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

Place of Delivery:	<b>TARLAC STATE UNIVERSITY</b>	Delivery Term:	<u>30 calendar days</u>
Date of Delivery:		Payment Term:	<u>n/15</u>

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
2	box	<b>GELPEN, 0.5 Black (12pcs/box)</b>	3	380.00	1,140.00
3	box	<b>GELPEN, 0.5 Blue (12pcs/box)</b>	3	380.00	1,140.00
4	box	<b>GELPEN, 0.5 Green (12pcs/box)</b>	1	380.00	380.00
5	box	<b>GELPEN, 0.5 Purple (12pcs/box)</b>	1	380.00	380.00
6	box/tube	<b>RETRACTABLE BALLPOINT PEN, HBW Matrix black (50pcs/box)</b>	1	248.00	248.00
7	pack	<b>Binder Clip 2"</b>	5	100.00	500.00
8	pack	<b>Binder Clip 1 5/8"</b>	6	75.00	450.00
10	pack	<b>Binder Clip 1"</b>	10	48.00	480.00
					<b><u>4,718.00</u></b>

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 Purpose: To be used in the processing of documentary requirements for TES AND TDP Grantees of CHED Charged to Administrative Cost - TF (P71,700.00)

(Total Amount in Words) Four Thousand Seven Hundred Eighteen 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. GRACE N. ROSETE**  
Vice President for Administration

Authorized Official  
MAR 02 2023

Conforme: *[Signature]* 03-02-23

**LUCKY 2 NON-SPECIALIZED WHOLESALE TRADING**

(Signature over printed name & date)

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

COMMISSION ON AUDIT  
**RECEIVED**  
 Date: MAR 02 2023

Funds Available:

**JASPER A. YAUDER, CPA**  
Budget Officer

ALOBS No. : 02-2023-03-049  
Amount : 4,718