



# PURCHASE ORDER

**DELIVERY DUE DATE:** 2-11-23

Procurement Unit

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

**TRIPLE 1 OFFICE SUPPLIES & EQUIPMENT**

Supplier : **TRADING**  
Address : 445 M.H. Del Pilar St. Santo Cristo Tarlac City  
Type of Business : Merchandising  
TIN No. : 441-393-698-000  
Tel. No. : 0916-662-3833

PR No.: 2022-10-319  
PO No.: 2028-010  
Date: 1/4/2023  
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: 30 calendar days  
Date of Delivery: Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
5	tube	BLADE, for general purpose cutter / utility knife	57	13.50	769.50
9	piece	CLEARBOOK, 20 transparent pockets, A4	10	32.00	320.00
10	box	CLIP, backfold, 19mm	162	8.00	1,296.00
11	box	CLIP, backfold, 25mm	249	14.00	3,486.00
12	box	CLIP, backfold, 32mm	166	25.00	4,150.00
13	box	CLIP, backfold, 50mm	275	55.00	15,125.00
16	piece	DATA FILE BOX	1868	77.00	143,836.00
17	piece	DATA FOLDER	236	68.00	16,048.00
20	box	ENVELOPE, expanding, kraft, legal	138	737.50	101,775.00
21	piece	ENVELOPE, expanding, plastic	507	30.00	15,210.00
24	set	FILE TAB DIVIDER, bristol board, for A4	32	11.00	352.00
25	set	FILE TAB DIVIDER, legal	92	14.00	1,288.00
27	box	FOLDER, pressboard	138	950.50	131,169.00
<b>Sub-Total:</b>					<b>434,824.50</b>

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*  
DR. GRACE N. ROSETE  
Vice President for Administration  
Authorized Official

Conforme:

*[Signature]* 1/12/23

**TRIPLE 1 OFFICE SUPPLIES & EQUIPMENT TRADING**

(Signature over printed name & date)

Bank Account Name: BDD  
Bank Account Number: 010190077505  
Bank Name: Triple 1 office supplies & equipment trading  
Bank Address: BDD - San Roque



Funds Available:

*[Signature]*  
**JASPER A. VAUDER, CPA**  
Budget Officer

ALOBS No.: 02-206441-2023-01-0060  
Amount: ₱ 467,519.50



# PURCHASE ORDER

Procurement Unit  
Tel No.: (045) 606-8142/ 606-8157

**DELIVERY DUE DATE:** 2-11-23

**TRIPLE 1 OFFICE SUPPLIES & EQUIPMENT**  
Supplier : **TRADING**  
Address : **445 M.H. Del Pilar St. Santo Cristo Tarlac City**  
Type of Business : **Merchandising**  
TIN No. : **441-393-698-000**  
Tel. No. : **0916-662-3833**

PR No.: **2022-10-319**  
PO No.: **2022-010**  
Date: **1/4/2023**  
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**  
Date of Delivery:  
Delivery Term: **30 calendar days**  
Payment Term: **n/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
<i>Balance Forwarded:</i>					<b>434,824.50</b>
28	piece	<b>MAGAZINE FILE BOX</b> , large	5	41.00	205.00
29	piece	<b>MARKER</b> , permanent, felt tip, bullet type, RED	36	7.00	252.00
30	piece	<b>MARKER</b> , whiteboard, felt tip, bullet type, Blue	117	9.50	1,111.50
31	piece	<b>MARKER</b> , whiteboard, felt tip, bullet type, Red	98	9.50	931.00
35	box	<b>PAPER CLIP</b> , vinyl/plastic coated, 33mm	445	8.00	3,560.00
36	box	<b>PAPER CLIP</b> , vinyl/plastic coated, 50mm	390	13.50	5,265.00
40	pair	<b>SCISSORS</b> , symmetrical / assymetrical	2	33.00	66.00
42	box	<b>STAPLE WIRE</b> , for heavy duty staplers (23/13)	33	21.50	709.50
43	unit	<b>STAPLER</b> , Binder -Type, Heavy Duty	1	850.00	850.00
46	roll	<b>TAPE</b> , packaging, 48mm	94	21.50	2,021.00
47	roll	<b>TAPE</b> , transparent, 24mm	819	11.00	9,009.00
48	roll	<b>TAPE</b> , transparent, 24mm	415	21.00	8,715.00
					<b>467,519.50</b>

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Purpose: for APP CSE 2022 (not available in PS-DBM)

(Total Amount in Words) Twenty Five Thousand Six Hundred Twenty Pesos Only

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Very truly yours,

**DR. GRACE N. ROSETE**

Vice President for Administration

Authorized Official

Conforme:

**TRIPLE 1 OFFICE SUPPLIES & EQUIPMENT TRADING**

(Signature over printed name & date)

Bank Account Name: BDO

Bank Account Number: 010190077565

Bank Name: triple 1 office supplies & equipment trading

Bank Address: BDO - San Roque



Funds Available:

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

ALOBS No.: **02-206441-2023-01-0060**

Amount: **467,519.50**