



PURCHASE ORDER

DELIVERY DUE DATE: 11/8/2020

3-4

Procurement Unit

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

Supplier: **BAN BEE COMMERCIAL CO., INC.**
 Address: 858 Claro M. Recto Avenue Binondo, Manila
 Type of Business: Merchandising Business
 TIN#: 001-609-075-000 VAT Reg.
 Tel. No.: 02-8986-9305 / 02-8986-9306 / 09178302364

PR No.: 2020-02-043
 PO No.: 2020-333
 Date: 9/18/2020
 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**

Delivery Term: 30 Calendar Days

Date of Delivery:

Payment Term: N/30

| Item No. | Unit | Description | Quantity | Unit Cost | Total Cost |
|----------|--------|--|----------|-----------|------------------|
| 536 | bottle | INK REFILL, Whiteboard Marker (Black), Pilot | 20 | 125.00 | 2,500.00 |
| 806 | pc | CUTTER, Paper cutter, 18 x 15 inch base | 1 | 1,500.00 | 1,500.00 |
| 812 | pc | ENVELOPE, Brown, 6 x 9 | 100 | 1.50 | 150.00 |
| 822 | pc | FOLDER, Sliding, Plastic Clear, long, asstd colors, ordinary | 35 | 7.80 | 273.00 |
| 841 | bottle | INK REFILL, for whiteboard marker, black, Pilot | 3 | 55.00 | 165.00 |
| 840 | bottle | INK REFILL, for permanent marker, black, Pilot | 20 | 40.00 | 800.00 |
| 929 | roll | TAPE, double sided, moulding tape, 1" x 2m | 24 | 330.00 | 7,920.00 |
| 934 | pc | WHITEBOARD, Glossy, 36 inches height by 36 inches length | 2 | 1,300.00 | 2,600.00 |
| 935 | unit | WHITEBOARD, Magnetic, 3ft x 5ft white high quality lamenate on aluminum frame, including installation/mounting | 1 | 2,000.00 | 2,000.00 |
| | | | | | 17,908.00 |

Purpose: for office use of various offices/colleges (APP 2020)

(Total Amount in Words) Seventeen Thousand Nine Hundred Eight 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. GLENARD T. MADRIAGA
 VP, Admin. & Finance
 Authorized Official

Conforme:

10/9/2020

BAN BEE COMMERCIAL CO., INC.

(Signature over printed name & date)

Bank Account Name:

Bank Account Number:

Bank Name:

Bank Address:

BENSON PALAO CHUA
BAN BEE COMMERCIAL CO., INC.
 858 C.M. RECTO AVENUE, MANILA
 Tel. No. 89869305; 09 Fax: 79606364
 Smart: 0906-7279618 Globe: 09062018088
 TIN No.: 001-609-075-000
 Email: banbee@gmail.com

COMMISSION ON AUDIT - TSU
RECEIVED
 By: [Signature] Date: 09 OCT 2020

Funds Available:

ELENA MAY TEOFILO
 Head, Budget Office

ALOBS No.: 02-266441-2020-09-1236
 Amount: ₱17,908

Effectivity Date: August 24, 2020 Page

No. TSU-PRO-SF-09

Revision No. 03

ah posted 10/9/20



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 VP, Admin. & Finance

Authorized Official

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(Signature over printed name & date)

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Bank Account Number: _____

Bank Name: _____

Bank Address: _____



Funds Available:

ELEN M. T. TEOFILO
 Head, Budget Office

ALOBS No. : 02-206441-2020-09-1236

Amount : ₱ 17,908

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