



# PURCHASE ORDER

Procurement Unit

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

**DELIVERY DUE DATE:** 4/20/24

## EC TREND OFFICE SUPPLIES AND EQUIPMENT

Supplier: **TRADING**  
 Address: Brgy. Mabini, Gerona, Tarlac  
 Type of Business: Merchandising  
 TIN No.: 239-260-645-000 Non-VAT  
 Tel. No.: 0912-588-7545

PR No.: 2024-02-046  
 PO No.: 2024-169  
 Date: 03/19/2024  
 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
1	piece	TOOTHPASTE, 25ml.	100	59.00	5,900.00
2	piece	HAIRBRUSH	100	69.00	6,900.00
6	piece	SLIPPER, Size 4-7 (25pc. Size 4, 25pcs size 5, 25pcs size 6, 25pcs size 7)	100	75.00	7,500.00
					<b>20,300.00</b>

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 Purpose: Long Term Extension Service: Health and Hygiene  
 Under Approved University 1st Community Development  
 projects and Capacity Building for Project Implementation:  
 COS Angat 4K Program



(Total Amount in Words) *Twenty Thousand Three Hundred 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. ARNOLD E. VELASCO**  
 University President  
 Authorized Official

Conforme:

*[Signature]*      **MARCH 21, 2024**

## EC TREND OFFICE SUPPLIES AND EQUIPMENT TRADING

(Signature over printed name & date)

Bank Account Name: LANDBANK OF THE PHILIPPINES  
 Bank Account Number: 6171-0209-89  
 Bank Name: EC TREND OFFICE SUPPLIES AND EQUIPMENT TRADING  
 Bank Address: TARLAC MCARTHUR HIGHWAY, TARLAC CITY

Funds Available:

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

ALOBS No.: 02 March 2024-07-08399  
 Amount: 20,300.00



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*[Signature]*  
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 University President  
 Authorized Official

Conforme:

## EC TREND OFFICE SUPPLIES AND EQUIPMENT TRADING

(Signature over printed name & date)

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

Funds Available:

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

ALOBS No.: 02-2024-07-07-0624  
 Amount: 20,300.00