



PURCHASE ORDER

Procurement Unit

Telephone No.: (045) 606-8110 local 157/142

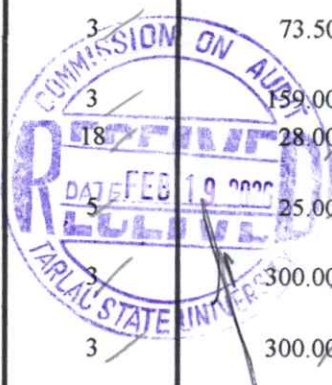
DELIVERY DUE DATE: 21 MAR 2026

Supplier : <u>TRIPLE 1 OFFICE SUPPLIES & EQUIPMENT TRADING</u> Address : <u>445 M.H. Del Pilar St. Santo Cristo Tarlac City</u> TIN : <u>441-393-698-000</u> Contact No : <u>0916-662-3833</u>	P.O. No. : <u>2026-080</u> ✓ Date : <u>2/12/2026</u> ✓ Mode of Procurement : <u>Small Value Procurement (SVP)</u> ✓
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Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <u>TARLAC STATE UNIVERSITY</u> Date of Delivery : _____	Delivery Term : <u>30 calendar days</u> ✓ Payment Term : <u>n/30</u> ✓
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1 ✓	piece ✓	BALLPEN, Black ✓	50 ✓	5.50 ✓	275.00
11 ✓	box ✓	COMPUTER CONTINUOUS FORM, 3 ply 11" x 9-1/2" (500sheets/box) ✓	8 ✓	869.00 ✓	6,952.00
17 ✓	piece ✓	FOLDER, Level Arch File Folder, long ✓	7 ✓	95.00 ✓	665.00
21 ✓	piece ✓	GLUE STICK, Hot Melt, Small ✓	715 ✓	4.00 ✓	2,860.00
24 ✓	tube ✓	GLUE, All Purpose, (Elmers 40g) ✓	16 ✓	47.00 ✓	752.00
29 ✓	box ✓	INDEX TAB, Colored ✓	3 ✓	86.50 ✓	259.50
30 ✓	bottle ✓	INK REFILL, Black, Type: Refill (Whiteboard-type marker), Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper, (Pilot) ✓	15 ✓	128.00 ✓	1,920.00
31 ✓	bottle ✓	INK REFILL, For Permanent Marker Black, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper, (Pilot) ✓	22 ✓	75.00 ✓	1,650.00
32 ✓	bottle ✓	INK REFILL, For Whiteboard Marker, Black, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper, (Pilot) ✓	148 ✓	130.00 ✓	19,240.00
33 ✓	bottle ✓	INK REFILL, permanent marker, black ✓	8 ✓	75.00 ✓	600.00
34 ✓	bottle ✓	INK REFILL, Whiteboard Marker Blue, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper, (Pilot) ✓	29 ✓	130.00 ✓	3,770.00
35 ✓	bottle ✓	INK REFILL, Whiteboard Marker Green, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper, (Pilot) ✓	7 ✓	130.00 ✓	910.00
36 ✓	bottle ✓	INK REFILL, Whiteboard Marker Red, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper, (Pilot) ✓	9 ✓	130.00 ✓	1,170.00
52 ✓	ream ✓	BOND PAPER, A3, 297mm x 420mm, 70gsm, (Copy) ✓	35 ✓	303.00 ✓	10,605.00
53 ✓	ream ✓	BOND PAPER, A3, Substance 24, 80gsm, Paper One ✓	2 ✓	360.00 ✓	720.00
55 ✓	pack ✓	PAPER, Index Card, 3"x5", ruled both sides, 500pcs/pack ✓	3 ✓	73.50 ✓	220.50
56 ✓	ream ✓	BOND PAPER, Short, 8.5 x 11 ✓	3 ✓	159.00 ✓	477.00
58 ✓	pack ✓	PAPER, Vellum, 8.5" x 12" 200gsm white (10's/pack) ✓	18 ✓	28.00 ✓	504.00
59 ✓	pack ✓	PAPER, Vellum Board, White, 180gsm, Legal, 10 sheets per pack ✓	5 ✓	25.00 ✓	125.00
63 ✓	box ✓	PEN, Gel Type, Black, fine point 0.7mm, retractable, 12pcs/box, (G2 Pilot) ✓	3 ✓	300.00 ✓	900.00
64 ✓	box ✓	PEN, Gel Type, Red, fine point 0.5mm, retractable, 12pcs/box, (HBW) ✓	3 ✓	300.00 ✓	900.00
sub-total:					55,475.00





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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Balance Forwarded:					55,475.00
65	box	PEN, Gel Type, Red, fine point 0.7mm, retractable, 12pcs/box, (G2 Pilot)	3	300.00	900.00
69	box	PENCIL, Lead/graphite with eraser (12pcs/box), (Joy)	2	43.00	86.00
75	box	RECORD BOOK, 500pages, size: 214mm x 278mm min	16	133.00	2,128.00
77	piece	RING BINDER, D-Type 3 ring binder, legal, PVC hard cover, 3" inch ring, D-ring, (LD300)	10	280.00	2,800.00
96	pad	STICKY NOTES, 3x3, 100sheets/pad, (HBW)	9	17.00	153.00
100	piece	STORAGE BOX, Plastic, 75 liters	2	750.00	1,500.00
106	roll	TAPE, Packaging/Scotch Tape, 2"	3	25.00	75.00
107	piece	TAPE, Stationery, 18mm x 50m	6	14.00	84.00
108	piece	TAPE, Transparent, 3 inches	20	75.00	1,500.00
109	box	THUMB TACKS, Color: Gold, Material type: Steel	30	17.00	510.00
***** Purpose: Office Supplies - APP 3rd Qtr. 2025 (PR# 2025-10-312)					65,211.00

Sixty-Five Thousand Two Hundred Eleven Pesos Only

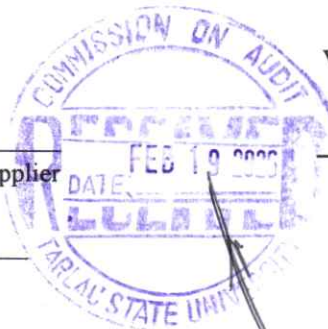
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Contract may be terminated in whole or in part, at anytime for the convenience of the Government upon thirty (30) calendar days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.

Conforme:

 Signature over Printed Name of Supplier

2/19/26

Date



Very truly yours,

DR. ARNOLD E. VELASCO
 President

Authorized Official

Fund Cluster : _____

Funds Available : _____

JASPER A. YAUDER, CPA

Budget Officer

ORS/BURS No. : 02-202441-2026-02-0085

Date of the ORS/BURS: 19 FEB 2026

Amount : ₱ 65,211