



PURCHASE ORDER

Procurement Unit

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

DELIVERY DUE DATE: 10/31/24

Supplier: **PHILIPPINE DUPLICATORS, INC.**
 Address: CCC Bldg. KM. 14 West Service Road Edison Ave. Merville, Parañaque City
 Type of Business: Merchandising
 TIN No.: 000-412-893-000 VAT Reg.
 Tel. No.: 0915-916-3840 / (02) 8822-2601-08

PR No.: 2024-09-365
 PO No.: 2024-643
 Date: 10/10/2024
 Mode of Procurement: Direct Contracting

Gentlemen:

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

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	piece	OPC DRUM	1	7,253.12	7,253.12
2	piece	CLEANING	1	784.00	784.00
3	piece	DEVELOPER	1	4,850.00	4,850.00

<i>Purpose: for office Photocopier use.</i>					
					12,887.12

Delivery Term: 15 Calendar Days
 Payment Term: N/30

Place of Delivery: **TARLAC STATE UNIVERSITY**

Date of Delivery:

Total Amount in Words) Twelve Thousand Eight Hundred Eighty Seven Pesos and Twelve Centavos Only

Waranty 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 or every day of delay shall be imposed

Very truly yours,

DR. ARNOLD E. VELASCO
 President
 Authorized Official

Conforme: *MRC* 10/16/24



PHILIPPINE DUPLICATORS, INC.

(Signature over printed name & date)

Bank Account Name: _____
 Bank Account Number: _____
 Bank Name: _____
 Bank Address: _____



Funds Available: _____
IASPER A. YAUDER, CPA
 Budget Officer

17 OCT 2024
 ALOBS No.: 02-2024-11-2024-10-3326
 Amount: ₱12,887.12



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Very truly yours,

DR. ARNOLD E. VELASCO
 President
 Authorized Official

Conforme:



PHILIPPINE DUPLICATORS, INC.

(Signature over printed name & date)

Bank Account Name: _____
 Bank Account Number: _____
 Bank Name: _____
 Bank Address: _____

Funds Available:

JASPER A. YAUDER, CPA
 Budget Officer

ALOBS No. : 02-206441-2024-10-3326
 Amount: ₱12,887.12