



# PURCHASE ORDER

Procurement Unit

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

**DELIVERY DUE DATE:** 2/07/24

Supplier : **DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**  
 Address : C. Santos St., Tarlac City  
 Type of Business : Merchandising  
 TIN No. : 000-540-804-000 VAT Reg.  
 Tel. No. : (045) 925-0944

PR No.: 2023-10-435 ✓  
 PO No.: 2024-020 ✓  
 Date: 01/05/2024 ✓  
 Mode of Procurement: Shopping ✓

Gentlemen:

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

Place of Delivery: **TARLAC STATE UNIVERSITY** Delivery Term: 15 calendar days  
 Date of Delivery: \_\_\_\_\_ Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
2	ream	BONDPAPER, Long, (substance 20/70 GSM/500 sheets per ream), copy one	5	260.00	1,300.00
4	box	PENS, (ballpoint/black or blue/25 pcs per box), panda ***** <i>Purpose: for the conduct of the study entitled "Tarlac Seal of Good Local Governance Awardees Absorptive Capacity in the Implementation of Full Devotion: Evaluation" Lead Author: Patricia Estrada</i>	4	200.00	800.00
					<b>2,100.00</b>

(Total Amount in Words) Two Thousand One 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. GRACE N. ROSETE  
 Vice President for Administration  
 Authorized Official

Conforme:

1/27/24

**DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**

(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.: 02-704441-2024-01-046  
 Amount: 2,100.00