



# PURCHASE ORDER

**DELIVERY DUE DATE:** 04-02-2020

Procurement Unit

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


Supplier : **PHILIPPINE DUPLICATORS, INC.**  
 Address : Brgy. Merville, Parañaque City  
 TIN#: 000-412-839-000 VAT Reg.  
 Tel. No. : (072) 242-4367

PR No.: 2020-02-039  
 PO No.: 2020-114  
 Date: 2/21/2020  
 Mode of Procurement: Direct Contracting

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/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
13	cart	INK CART, For copy printer, DX443	20 ✓	1,115.52	22,310.40
22	pcs	TONER COPIER, MP2501L, Black	12 ✓	2,710.40	32,524.80
***** Purpose: APP 2020 - 1ST QTR 					<b>54,835.20</b> ✓


(Total Amount in Words) Fifty Four Thousand Eight Hundred Thirty Five Pesos & Twenty Centavos

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:

  
 DANTE A. BUTAC 03-03-2020

### PHILIPPINE DUPLICATORS, INC.

(Signature over printed name & date)

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

Funds Available:  
  
**ELENA MAY T. TEOFILO**  
 OIC- Budget Office

ALOBS No. :  
 Amount :

*noted 3/27/2020*