



PURCHASE ORDER

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

DELIVERY DUE DATE: 3-30-23

Supplier : PHILIPPINE DUPLICATORS, INC. CCC Bldg. KM. 14 West Service Road Edison Ave. Merville, Address : <u>Parañaque City</u> Type of Business : <u>Merchandising</u> TIN No. : <u>000-412-893-000 VAT Reg.</u> Tel. No. : <u>(072) 242-4367 / 0915-916-3840</u>	PR No.: <u>2023-01-038</u> <u>20230</u> PO No.: <u>2022-100</u> Date: <u>03/07/2023</u> Mode of Procurement: <u>Small Value</u>
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Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: TARLAC STATE UNIVERSITY	Delivery Term: <u>20 calendar days</u>
Date of Delivery:	Payment Term: <u>N/15</u>

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	bottle	TONER, Black for MP2014, (842137) ***** <i>Purpose: for office use</i>	2	4,000.00	<u>8,000.00</u>

(Total Amount in Words) Eight Thousand 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:
3-10-23
PHILIPPINE DUPLICATORS, INC.
 (Signature over printed name & date)

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

COMMISSION ON AUDIT - TSU
RECEIVED
 By: _____ Date: JAN 10-2023

Funds Available:

JASPER A. YAUDER, CPA
 Budget Officer

ALOBS No. : 02-102101-2023-03-002
 Amount : ₱8000