



PURCHASE ORDER

Procurement Unit

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

DELIVERY DUE DATE: 9/24/2020

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

Address : C. Santos St., Tarlac City

TIN#: 000-540-804-000 VAT Reg.

Tel. No. : (045)982-8558

Contact Person: Luz Aguas

PR No.: 2020-02-043

PO No.: 2020-284

Date: 8/18/2020

Mode of Procurement: Small Value

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
25	pack	BATTERY, Dry Cell, AAA	24	19.50	468.00
26	pc	BATTERY, Dry, 9 Volts	6	96.00	576.00
79	book	RECORD BOOK, 300 pages, size: 214mm x 278mm min	8	70.00	560.00
80	book	RECORD BOOK, 500 pages, size: 214mm x 278mm min	8	100.00	800.00
532	pack	BATTERY, Triple A, for remote control, 4pcs/pack	25	19.50	487.50
785	pack	BATTERY, Size C, 2pcs/pack	5	68.00	340.00
787	pc	BOARD, White, size 3ft. X 4ft.	1	1,950.00	1,950.00
788	set	BOOKEND, Book Ends/Support Metal	30	170.00	5,100.00
792	unit	CALCULATOR, compact printing calculator, 12 digits, Extra large display, 2.4 lines per second printing and 2 color print, Percentage calculation, Cost/Sell/Margin calculation Tax and currency conversion function, Mark up/Mark Down calculation Dimension: 6 x 20 x 28 cm	3	4,200.00	12,600.00
801	pc	CLIP, bulldog, 3"	85	14.00	1,190.00
804	box	CRAYON, 12 colors	2	25.00	50.00
805	set	CUTTER, Paper cutter - Quaff Paper Cutter Trimmer A4 Size Wood Base - Cutters Trimmers for Papers - Heavy Duty	1	2,850.00	2,850.00
Sub Total:					26,971.50

(Total Amount in Words)

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:

[Signature] 8/25/20

DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.

(Signature over printed name & date)

Bank Account Name: _____

Bank Account Number: _____

Bank Name: _____

Bank Address: _____



Funds Available:

[Signature]
ELENA MAY D. TEOFILO
Head, Budget Office

ALOBS No. :

Amount :

[Handwritten initials]



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		<i>Balance Forwarded</i>			
808	pc	DATER, Numbering Machine (Manual)	6	85.00	26,971.50
811	pc	DISPENSER, Tape, Handheld, 48mm	3	100.00	510.00
829	pc	GLUE GUN, Big	41	300.00	300.00
830	tube	GLUE STICK, Big	120	33.50	12,300.00
832	pc	GLUE, Stick, Hot Melt, Big	30	9.50	4,020.00
833	pc	GLUE, Stick, Hot Melt, Small	376	5.50	2,068.00
837	pc	ILLUSTRATION BOARD, 1/4, (15" x 20")	100	13.80	1,380.00
838	pc	ILLUSTRATION BOARD, 1/8, (10" x 15")	100	7.00	700.00
839	pc	ILLUSTRATION BOARD, 30" x 40" (1 whole)	6	68.00	408.00
848	case	MAP PIN, round head, 100s/case	2	70.00	140.00
851	pc	MARKER, Fluorescent, Neon Green	20	30.00	600.00
876	pc	PENCIL, Mechanical, 0.5mm lead	5	55.00	275.00
882	case	PIN, Push/Cork, Flat Head Type, Assorted Colors, 100pcs/case	116	45.00	5,220.00
884	pc	PUNCHER, 3hole, adjustable, heavy duty	3	495.00	1,485.00
896	box	RIBBON, Manual Typewriter, nylon, with spool	10	29.00	290.00
908	pc	SIGN PEN, black, liquid/gel ink, 0.7mm needle tip	12	29.00	348.00
930	roll	TAPE, double-sided, 1", 50meters	200	60.00	12,000.00
932	roll	TAPE, for adding machine, 57mm	10	20.00	200.00
933	box	THUMB TACKS	20	13.00	260.00
					69,760.50

Purpose: for Office use of various offices/colleges (APP2020)

(Total Amount in Words) Sixty Nine Thousand Seven Hundred Sixty and 50/100 Pesos Only

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Bank Account Name:

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Funds Available:

[Signature]
ELENA MAY T. TEOFILO
Head, Budget Office

ALOBS No. :

Amount :