



# PURCHASE ORDER

DELIVERY DUE DATE: 4/5/19

Procurement Unit

Telefax No.: 045-982-4630

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

PR No.: 2019-02-042  
 PO No.: 2019-093  
 Date: 2/22/2019  
 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
7	cart	INK CART, for copier printer DX3443, Gestetner	20	1,115.52	22,310.40
8	cart	TONER COPIER, for MP2501L, black, gestetner ***** Purpose: Various Copier Consumables to be used by BASO (APP 2019 1st Qtr)	6	2,710.40	16,262.40
					<b>38,572.80</b>

COMMISSION ON AUDIT - TSU  
**RECEIVED**  
 By: AK Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 MAR 06 2019

(Total Amount in Words) Thirty Eight Thousand Five Hundred Seventy Two Pesos and 80/100 Only

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:

Philippine Duplicators, Inc.  
**PHILIPPINE DUPLICATORS, INC.** 3/6/19  
 (Signature over printed name & date)

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

Funds Available: \_\_\_\_\_  
JESUS S. DANGANAN  
 Budget Officer IV

ALOP'S No.: \_\_\_\_\_  
 Amount: \_\_\_\_\_

No.: TSU-PRO-SF-09

Revision No 1

Effectivity Date March 1, 2019

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all parted 3/6/19