



PURCHASE ORDER

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

DELIVERY DUE DATE: 8/12/2020

Supplier : **DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**
Address : C. Santos St., Tarlac City
TIN No. : 000-540-804-000 VAT Reg.
Tel. No. : (045) 982-8558

PR No.: 2020-02-043
PO No.: 2020-268
Date: 8/7/2020
Mode of Procurement: Small Value

Gentlemen:

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

Place of Delivery: **TARLAC STATE UNIVERSITY**
Date of Delivery:

Delivery Term: 30 Calendar days
Payment Term: n/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
38	box	ENVELOPE , Documentary, for legal size documents, brown	183	925.00	169,275.00
942	box	ENVELOPE , Documentary, for legal size documents, brown	15	925.00	13,875.00
***** Purpose: For Office use of various offices/colleges - APP 2020					<u>183,150.00</u>

(Total Amount in Words) One Hundred Eighty Three Thousand One Hundred Fifty 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. GLENARD T. MADRIAGA
VP, Admin. & Finance
Authorized Official

Conforme:

DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.

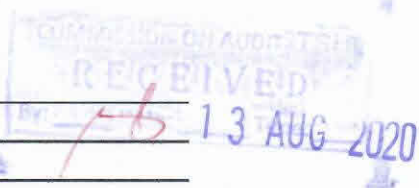
(Signature over printed name & date)

Bank Account Name: _____

Bank Account Number: _____

Bank Name: _____

Bank Address: _____



Funds Available:

ELENA MAY T. TEOFILO
Head, Budget Office

ALOBS No. :
Amount :

Form No.: TSU-PRO-SF 09

Revision No. 02

Effectivity Date : Octobe 25, 2019

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8/13/20