



# PURCHASE ORDER

**DELIVERY DUE DATE:** 7/11/2020

Procurement Unit

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

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.: 2020-02-041

PO No.: 2020-179

Date: 6/5/2020

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**

Date of Delivery: \_\_\_\_\_

Delivery Term: 30 Calendar Days

Payment Term: N/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
4	Unit	<b>PAPER CUTTER</b> Specifications: B4 Size (25.0cm x 35.3cm) ***** Purpose: for PP, F. C20	2	3,000.00	<b>6,000.00</b>



(Total Amount in Words) Six 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. GLENARD T. MADRIAGA**  
VP, Admin. & Finance  
Authorized Official

Conforme:

*[Signature]*  
6/11/2020

**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**  
OIC, Budget Office

ALOBS No. :

Amount :

*ok posted 6/18/20*