



# PURCHASE ORDER

**DELIVERY DUE DATE:** 1/2/24

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

Supplier: **INFOWORX INC.**  
Address: **Mc Arthur Highway, San Roque, Tarlac City**  
Type of Business: **Merchandising**  
TIN No.: **004-845-988-005 VAT Reg.**  
Tel. No.: **Telefax No.: 045-491-2383**

PR No.: **2023-09-372**  
PO No.: **2023-589**  
Date: **11/21/2023**  
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** Delivery Term: **45 calendar days**  
Date of Delivery: \_\_\_\_\_ Payment Term: **n/30**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1 ✓	unit	<b>OFFICE DESKTOP COMPUTER, Dell Optiplex 7010 SFF, 13th gen Intel Core i5-13500/8GB/512GB SSD/8x DVD+/-RW drive/ Win 10Pro with Win11 License/ 3 years Prosupport: NBD, Onsite Service - 3Y ProSpt to 5Y ProSpt-ACDTS, Dell E2423H 24" Widescreen Flat Panel Monitor APC BVX1200LI-MS Easy Back UPS 1200VA/650Watts 230V AVR, Universal Sockets</b>	2 ✓	71,700.00 ✓	143,400.00 ✓
2 ✓	unit	<b>MONOCHROME-MULTIFUNCTION INKJET PRINTER, Epson M3170 EcoTank 4-in-1 Wireless Printer w/ADF, Compact integrated tank design High yield ink bottles Print, scan, copy, fax with ADF Auto duplex printing, Wi-Fi, Wi-Fi Direct 4 years warranty</b> ***** <i>Purpose: Additional Desktop computer for the newly hire staff of OUP</i>	2 ✓	18,700.00 ✓	37,400.00 ✓
					<b>180,800.00</b>

(Total Amount in Words) One Hundred Eighty Thousand Eight Hundred 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

Conformed:

**INFOWORX INC.**

(Signature over printed name & date)

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

Funds Available:

**JASPER A. YAUDER, CPA**  
Budget Officer

ALOBS No.: **W-206441-2023-11-0029**  
Amount: **₱180,800-**