



# PURCHASE ORDER

**DELIVERY DUE DATE:** 5/4/2023

Procurement Unit

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

## EC TREND OFFICE SUPPLIES AND EQUIPMENT

Supplier : **TRADING**  
Address : Brgy. Mabini, Gerona, Tarlac  
Type of Business : Merchandising  
TIN No. : 239-260-645-000 Non-VAT  
Tel. No. : 0912-588-7545

PR No.: 2023-02-069  
PO No.: 2023-122  
Date: 03/21/2023  
Mode of Procurement: Shopping

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/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	pack	BATTERY, LR44, alkaline button cell (pack of 10) for lab equipment: Thermometer, Maxell	1	150.00	150.00
2	pack	BATTERY, Rechargeable, AAA, NiMH 800mAH 1.2v (pack of 4), Panasonic Eneloop	13	1,540.00	20,020.00
18	bottle	WIPES, for disinfecting, Lysol	15	495.00	7,425.00
19	pack	WIPES, for hand and body use, Sanicare, 80s/pack	50	275.00	13,750.00
					<b><u>41,345.00</u></b>
***** Purpose: Grocery items - APP 2023 1st Quarter					

(Total Amount in Words) Forty One Thousand Three Hundred Forty Five 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

Conforme:

MELITA J. MANIQUEN 4/4/23

## EC TREND OFFICE SUPPLIES AND EQUIPMENT TRADING

(Signature over printed name & date)

Bank Account Name: EC TREND OFFICE SUPPLIES AND EQUIPMENT TRADING  
Bank Account Number: 00-5-25544-500-7  
Bank Name: DBP Tarlac  
Bank Address: Macabulos Ave Tarlac City Tarlac



Funds Available:

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

ALOBS No. : 12-112101-2023-04-0125  
Amount : ₱ 41,345.-