



PURCHASE ORDER

DELIVERY DUE DATE: 11-02-22

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

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

PR No.: 2022-09-279
PO No.: 2022-472
Date: 10/12/2022
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: 20 calendar days
Payment Term: n/15

| Item No. | Unit | Description | Quantity | Unit Cost | Total Cost |
|----------|--------|---------------------------------------|----------|-----------|------------------------|
| 16 | packs | Specialty Paper , 10pcs/pack | 10 | 40.00 | 400.00 |
| 17 | bundle | Pen , 12pcs/box, Pentelpen | 2 | 60.00 | 120.00 |
| 19 | pcs | Long Folder , white | 50 | 7.00 | 350.00 |
| 21 | pcs | ID Lace , blue, 1 inch thick | 30 | 11.00 | 330.00 |
| 22 | pcs | ID Lace , violet, 1 inch thick | 30 | 11.00 | 330.00 |
| 23 | pcs | ID Lace , yellow, 1 inch thick | 35 | 11.00 | 385.00 |
| 24 | pcs | ID Lace , green, 1 inch thick | 20 | 11.00 | 220.00 |
| 25 | pcs | ID Lace , maroon, 1 inch thick | 15 | 11.00 | 165.00 |
| 26 | pcs | Certificate Holder , A4 size | 8 | 50.00 | 400.00 |
| 31 | pcs | Glue Stick , large | 26 | 13.00 | 338.00 |
| 32 | boxes | Masking Tape , 1 inch | 50 | 30.00 | 1,500.00 |
| 33 | boxes | Thumb Tacks , 40pcs/box | 5 | 16.00 | 80.00 |
| | | | | | <u>4,618.00</u> |

Purpose: for foundation week

(Total Amount in Words) Four Thousand Six Hundred Eighteen 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:

[Signature] 10-13-22

DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.
(Signature over printed name & date)

Bank Account Name: _____
Bank Account Number: _____
Bank Name: _____
Bank Address: _____

COMMISSION ON AUDIT TSU

RECEIVED

Date OCT 13 2022

Funds Available:

[Signature]
JASPER A. YAUDER, CPA
Budget Officer

ALOBS No. :
Amount :