



PURCHASE ORDER

Procurement Unit

DELIVERY DUE DATE: 9/24/2020

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

Supplier : **A.C. MENDOZA PRINTING COMPANY INC.**

Address : San Sebastian Village Phase 3, Tarlac City

TIN#: 007-290-469-000 VAT REG.

Tel. No. : 045 - 9821814

Contact Person:

PR No.: 2020-02-043

PO No.: 2020-285

Date: 8/18/2020

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**

Delivery Term: 30 Calendar Days

Date of Delivery:

Payment Term: N/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
41	box	ENVELOPE, Mailing, White, 500 pieces per box 1 box	10	338.75	3,387.50
72	ream	PAPER, Multicopy legal 80gsm, size: 216mm x 330mm	2010	193.80	389,538.00
794	pack	CARTOLINA, white 8-1/2" x 13" (20 pcs/pack)	3001	34.75	104,284.75
797	pc	CHIPBOARD, paper, "25"	120	59.35	7,122.00
814	box	ENVELOPE, Mailing, Long, White, with TSU Logo, 500 pcs/box (Office of the President)	1	595.00	595.00
861	ream	PAPER, bond, short size, letter head (Office of the President)	8	447.75	3,582.00
862	ream	PAPER, bond, short size, letter head (Tarlac State University)	8	447.75	3,582.00
868	pack	PAPER, Oslo, 10pcs. Per pack ***** Purpose: for office use of various Offices/Colleges (APP 2020)	45	24.65	1,109.25
					<u>513,200.50</u>

(Total Amount in Words) Five Hundred Thirteen Thousand Two Hundred and 50/100 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]
A.C. MENDOZA PRINTING COMPANY INC.

(Signature over printed name & date)

Bank Account Name:

Bank Account Number:

Bank Name:

Bank Address:



Funds Available:

[Signature]
ELENA MAY T. TEOFILO
Head, Budget Office

ALOBS No. :

Amount :

No.: TSU-PRO-SF-09

Revision No. 2

Effectivity Date : October 25, 2019

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ok received 8/27/20