



PURCHASE ORDER

DELIVERY DUE DATE: 9/21/2019

Procurement Unit
Tel No.: (045) 606-0142

Supplier: **RGC MARKETING**
Address: #7 Atlanta St. Niñas Village Subd., Brgy. Suizo, Tarlac City
TIN No.: 176-842-610-000 VAT Reg.
Tel. No.: 0942-741-4143

PR No.: 2019-07-239
PO No.: 2019-509
Date: 8/9/2019
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/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	ream	BINDING COVER , Clear, PVC, 7mil 8.5" x 14" 100pcs/ream	4	595.00	2,380.00
3	pcs	DATA FILE FOLDER , Made with chipboard, with closed ends, 5" x 9" x 15 3/4"	40	150.00	6,000.00
4	box	ENVELOPE , brown, documentary, long 10x15, 500's per box	10	800.00	8,000.00
6	box	FASTENER , for paper, metal, 50 sets/box	40	50.00	2,000.00
9	set	HIGHLIGHTER , Flourescent, 4 colors/set	5	70.00	350.00
10	bottle	INK REFILL , Permanent marker	5	160.00	800.00
11	pcs	MARKING PEN , Ideal for writing on surface, paper, plastic, etc. permanent marker with fine marker point (0.5) for validation of school id	30	50.00	1,500.00
12	pcs	MARKER , permanent, bullet type, black	10	25.00	250.00
13	pcs	MARKER , Whiteboard, bullet type, black, ordinary	5	20.00	100.00
15	ream	PAPER , bond, long. subs. 24	120	390.00	46,800.00
16	ream	PAPER , bond, premium grade, 210mm x 297mm (a4) 70gsm	120	197.00	23,640.00
17	box	PAPER CLIP , gem type, 32mm, 100s/box	15	18.00	270.00
18	pcs	PAPER PUNCHER , 2 hole, large, 70mm, heavy duty punch, punching capacity: 25 sheets, metal guide bar, removable chip tray	2	225.00	450.00
19	pcs	PLASTIC ENVELOPE , Expanding, 14.9" w x 9.8" h, w/ swaying grip, handle made of plastic and push lock button made of metal, clear transparent, long and plain	20	60.00	1,200.00
20	box	PUSH/CORK PIN , asstd. Colors	2	35.00	70.00
21	box	RIBBON , Nylon manual typewriter w/ spool	10	35.00	350.00
24	pcs	STAMP PAD , Felt pad, min 60mm x 100mm	15	50.00	750.00
25	box	STAPLE WIRE , 26/16, standard, 5000pcs/box	20	42.00	840.00
26	pcs	STAPLER , Heavy duty, standard	3	245.00	735.00
					96,485.00

Purpose: for office use

(Total Amount in Words) Ninety Six Thousand Four Hundred Eighty Five Pesos Only

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

RECEIVED
22 AUG 2019

Conformed:
RGC MARKETING
8/22/19
(Signature over printed name & date)

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

Funds Available: _____
JESUS S. DANGANAN
Budget Officer IV

ALOBS No.: _____
Amount: _____
ok paid 8/27/2019