

# PURCHASE ORDER

**DELIVERY DUE DATE:** 11/28/19

Procurement Unit

Telephone No: 015-606-8142/606-8157


Supplier: **PHILIPPINE DUPLICATORS, INC.**  
 Address: Brgy. Merville, Parañaque City  
 TIN#: 000-412-839-000 VAT Reg.  
 Tel. No.: (072) 242-4367

PR No.: 2019-10-419  
 PO No.: 2019-712  
 Date: 11/12/2019  
 Mode of Procurement: Direct Contracting

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: 15 Calendar Days  
 Payment Term: N/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	cartridge	TONER, for photocopying machine, Black (Gestetner) ***** Purpose: for Replacement of empty cartridge <div style="text-align: center; margin-top: 20px;">  </div>	2	3,700.00	<b>7,400.00</b>

(Total Amount in Words) Seven Thousand Four 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. GLENARD T. MADRIAGA**  
 VP, Adm'n. & Finance  
 Authorized Official

Conforme:

  
**PHILIPPINE DUPLICATORS, INC.** 11/12/19  
 (Signature over printed name & date)

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

Funds Available:

  
**JESUS S. DANGANAN**  
 Budget Officer

ALOBS No. : \_\_\_\_\_  
 Amount : \_\_\_\_\_

*de panted 11/19/19*



# PURCHASE ORDER

**DELIVERY DUE DATE:**

Procurement Unit

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


Supplier : **PHILIPPINE DUPLICATORS, INC.**  
Address : Brgy. Merville, Parañaque City  
TIN#: 000-412-839-000 VAT Reg.  
Tel. No. : (072) 242-4367

PR No.: 2019-10-419  
PO No.: 2019-712  
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DR. GLENARD T. MADRIAGA  
VP, Admin. & Finance

Authorized Official


Conforme:

**PHILIPPINE DUPLICATORS, INC.**

(Signature over printed name & date)

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

Funds Available:

  
**JESUS S. DANGANAN**  
Budget Officer

ALOBS No. :  
Amount :