



PURCHASE ORDER

Procurement Unit

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

DELIVERY DUE DATE: 7/23/20

Supplier : **COPYLANDIA OFFICE SYSTEMS CORPORATION**

Address : 718 Bumatay St. Mandaluyong City, Manila

TIN#: 002-332-000-000 VAT Reg.

Tel. No. : 075-515-3306/0917-556-8680

Contact Person: Virgilio D. Zarora Jr.

PR No.: 2020-03-067

PO No.: 2020-204

Date: 6/18/2020

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: 30 Calendar Days

Payment Term: N/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	pc	TONER COPIER, Develop INEO + Developer 614, Black	1	15,000.00	15,000.00
2	pc	TONER COPIER, Develop INEO + Developer 614, Cyan	1	30,000.00	30,000.00
3	pc	TONER COPIER, Develop INEO + Developer 614, Magenta	1	30,000.00	30,000.00
4	pc	TONER COP ER, Develop INEO + Developer 614, Yellow	1	30,000.00	30,000.00
***** Purpose: APP-2020 1st Quarter					105,000.00

COMMISSION ON AUDIT - TSU
RECEIVED
By: [Signature] Date: 24 JUN 2020

(Total Amount in Words) One Hundred Five Thousand 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. MADRAGA

VP, Admin. & Finance

Authorized Official [Signature]

Conforme:

06-23-2020

COPYLANDIA OFFICE SYSTEMS CORPORATION

(Signature over printed name & date)

Bank Account Name: _____

Bank Account Number: _____

Bank Name: _____

Bank Address: _____

Funds Available:

ELENA MAY T. TEOFILO

OIC, Budget Office

ALOBS No. :

Amount :

No.: TSU-PRO-SF-09

Revision No. 2

Effectivity Date : October 25, 2019

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posted 6/25/20