



# PURCHASE ORDER

Procurement Unit

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

**DELIVERY DUE DATE:** 8-1-23

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.: 2023-01-004  
 PO No.: 2023-055  
 Date: 02/07/2023  
 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**      Delivery Term: 20 calendar days  
 Date of Delivery:      Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
2	ream	<b>Bond Paper</b> , Legal, 70gsm	25	225.00	5,625.00
8	pcs	<b>Staple Remover</b> , Plier Type EAGLE	5	70.00	350.00
11	pcs	<b>Stapler</b> , Binder type (Heavy Duty) Swingline#444	2	1,000.00	2,000.00
13	packs	<b>Blinder Clip</b> , 2"	4	73.50	294.00
14	packs	<b>Binder Clip</b> , 1 5/8"	4	55.00	220.00
***** Purpose: To be used in the processing of documentary requirements for TES AND TDP Grantees of CHED Charged to Administrative Cost - TF (P71,700.00)					<b><u>8,489.00</u></b>

(Total Amount in Words) Eight Thousand Four hundred Eighty-Nine 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:

**DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**

(Signature over printed name & date)

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



Funds Available:

**JASPER A. YAUDER, CPA**  
 Budget Officer

ALOBS No. : 02-708607-2023-02-0017  
 Amount : 8,489.00