



PURCHASE ORDER

DELIVERY DUE DATE: 11/20/2020

Procurement Unit

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

Supplier : **COPYLANDIA OFFICE SYSTEMS CORPORATION**
 Address : 718 Bumatay St. Mandaluyong City, Manila
 Type of Business: Merchandising Business
 TIN#: 002-332-000-000 VAT Reg.
 Tel. No. : 075-515-3306/0917-556-8680

PR No.: 2020-02-043
 PO No.: 2020-373
 Date: 10/16/2020
 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**
 Date of Delivery: _____

Delivery Term: 30 Calendar Days
 Payment Term: N/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1004	klg	GLUE, Planatol, Hot Melt, HM110EC, 25kgs.	2	30,000.00	60,000.00
1006	box	LAMINATING FILM, Glossy, 25" x 150m, 32mic/box	5	3,226.00	16,130.00
1007	box	LAMINATING FILM, Matte, 25"x 150m, 32mic/box	2	2,900.00	5,800.00
***** Purpose: for BAASO office use					81,930.00

COMMISSION ON AUDIT - TSU
 RECEIVED
 By: [Signature] Date: 21 OCT 2020 Time: _____

(Total Amount in Words) Eighty One Thousand Nine Hundred Thirty 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:

Jaime Galvan 10/21/20
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
 Head, Budget Office

ALOBS No. : 02-207512 - 2020-10-0107
 Amount : ₱81,930-

ak noted 10/21/2020