



# PURCHASE ORDER

Procurement Unit

Telephone No.: 645-606-8142/606-8157

**DELIVERY DUE DATE:** 9/16/2020

Supplier: **24/7 PRINTING & TRADING CONST. CORP.**  
 Address: 156 Alley 2, Quezon City  
 TIN#: 008-944-306-000  
 Tel. No.: 0999-223-2774  
 Contact Person: Ms. Ofelia B. Mirandilla

PR No: 2020-01-014  
 PO No: 2020-272  
 Date: 8/11/2020  
 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
1	pc	BLANKET, 48x75 double bed blanket linen, light Blue, Fleece Blanket	50	400.00	20,000.00
2	pc	BLANKET, 48x75 double bed blanket linen, light green, Fleece Blanket	50	400.00	20,000.00
3	pc	BLANKET, 48x75 double bed blanket linen, light Yellow, Fleece Blanket	50	400.00	20,000.00
4	pc	BLANKET, 60x75 double bed blanket linen, light Blue, Fleece Blanket	15	400.00	6,000.00
5	pc	BLANKET, 60x75 double bed blanket linen, light Green, Fleece Blanket	15	400.00	6,000.00
6	pc	BLANKET, 60x75 double bed blanket linen, light Yellow, Fleece Blanket	15	400.00	6,000.00
10	pc	FLATSHEETS, 60x75 queen sized bet, Flat Sheet Linen, Light Blue, US Cotton	15	450.00	6,750.00
11	pc	FLATSHEETS, 60x75 queen sized bet, Flat Sheet Linen, Light Yellow, US Cotton	15	450.00	6,750.00
12	pc	FLATSHEETS, 60x75 queen sized bet, Flat Sheet Linen, Mint Green, US Cotton	15	450.00	6,750.00
					<b>98,250.00</b>

Purpose: for Hotel use

(Total Amount in Words) Ninety Eight Thousand Two Hundred Fifty 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

Conforme:

*OFELIA B. MIRANDILLA* 8/17/2020  
**24/7 PRINTING & TRADING CONST. CORP.**

(Signature over printed name & date)

Bank Account Name: 24/7 Printing & Trading Const. Corp.  
 Bank Account Number: 3841-0007-80  
 Bank Name: LAND BANK OF THE PHIL  
 Bank Address: MANANA CENTER BRANCH - CUBAD Q.C.

COMMISSION ON AUDIT - TSU  
**RECEIVED**  
 By: *[Signature]* Date: 18 AUG 2020

Funds Available:

*[Signature]*  
**ELENA MAY T. TEOFILO**  
 Head, Budget Office

ALOBS No.:  
 Amount:

No.: TSU-PRO-SF-09

Revision No. 2

Effectivity Date: October 25, 2019

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*de noted 8/19/20*



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VP, Admin. & Finance  
Authorized Official

Conforme:

**24/7 PRINTING & TRADING CONST. CORP.**  
(Signature over printed name & date)

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



Funds Available:  
**ELENA MAY T. TEOFILO**  
Head, Budget Office

ALOPS No. :  
Amount :