



PURCHASE ORDER

DELIVERY DUE DATE: 10/8/23

Procurement Unit
Tel No.: (045) 606-8142/ 606-8157

EC TREND OFFICE SUPPLIES AND EQUIPMENT

Supplier : **TRADING**
Address : **Brgy. Mabini, Gerona, Tarlac**
Type of Business : **Merchandising**
TIN No. : **239-260-645-000 Non-VAT**
Tel. No. : **0912-588-7545**

PR No.: **2023-07-289**
PO No.: **2023-426**
Date: **09/01/2023**
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: **30 calendar days**
Date of Delivery: Payment Term: **N/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
2	pcs	ROUND WATER DISPENSER CONTAINER, Capacity: 20 Liters or 5 Gallon (with non-spill half cap with cover; made of 100% safe polycarbonate food-grade plastic; color: blue) <i>Warranty: 5 years (Motor), 1 year (Electric Parts and Service)</i> ***** <i>Purpose: For newly created college, units, and offices in the university (Supplemental APP 2023).</i>	100	210.00	<u>21,000.00</u>

(Total Amount in Words) Twenty-One 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. GRACE M. ROSETE
Vice President for Administration
Authorized Official

Conforme:

SEPTEMBER 08, 2023

EC TREND OFFICE SUPPLIES AND EQUIPMENT TRADING

(Signature over printed name & date)

Bank Account Name: **DEVELOPMENT BANK OF THE PHILIPPINES**
Bank Account Number: **00-5-25544-550-7**
Bank Name: **EC TREND OFFICE SUPPLIES AND EQUIPMENT TRADING**
Bank Address: **MACABULOS DRIVE, TARLAC CITY, TARLAC**

COMMISSION ON ADIT. TSU

RECEIVED
for PO DATE: 12-2023

Funds Available:

JASPER A. YAUDER, CPA
Budget Officer

ALOBS No. : **01-102101- 2023-09-0613**
Amount : **₱ 21,000**



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Vice President for Administration
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(Signature over printed name & date)

Bank Account Name: _____
Bank Account Number: _____
Bank Name: _____
Bank Address: _____

COMMISSION ON AUDIT - TSU
RECEIVED
By: *See* Date: **SEP 12 2023**

Funds Available:

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Budget Officer

ALOBS No. : **02-102101- 2023-09-0613**
Amount : **₱ 21,000**