



# PURCHASE ORDER

Procurement Unit

**DELIVERY DUE DATE:** 2/4/2024

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

Supplier : **PHILIPPINE DUPLICATORS, INC.**  
 Address : CCC Bldg. KM. 14 West Service Road Edison Ave. Merville, Parañaque City  
 Type of Business : Merchandising  
 TIN No. : 000-412-893-000 VAT Reg.  
 Tel. No. : 0915-916-3840 / (02) 8822-2601-08

PR No.: 2023-07-293  
 PO No.: 2023-592  
 Date: 11/21/2023  
 Mode of Procurement: Public Bidding

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **TARLAC STATE UNIVERSITY**      Delivery Term: 60 Calendar Days  
 Date of Delivery: \_\_\_\_\_      Payment Term: N/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	cartridge	<b>Ink Cartridge</b> , for copier printer, DX3443	150	1,115.52	167,328.00
2	roll	<b>Master Roll</b> , for copier printer, DX3443	20	6,083.84	121,676.80
3	cartridge	<b>Toner Copier</b> , for MPC2003, black	70	5,425.00	379,750.00
4	cartridge	<b>Toner Copier</b> , for MPC2003, cyan	60	10,675.00	640,500.00
5	cartridge	<b>Toner Copier</b> , for MPC2003, magenta	60	10,675.00	640,500.00
6	cartridge	<b>Toner Copier</b> , for MPC2003, yellow	60	10,675.00	640,500.00
7	cartridge	<b>Toner</b> , for MP2014	7	3,700.00	25,900.00
8	cartridge	<b>Toner Copier</b> , MP20151L, black	16	2,710.40	43,366.40
***** Purpose: Supply and Delivery of Copier Consumables (APP 2023)					<b><u>2,659,521.20</u></b>

(Total Amount in Words) Two Million Six Hundred Fifty-Nine Thousand Five Hundred Twenty-One Pesos and Twenty Centavos Only

Waranty 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:   
**PHILIPPINE DUPLICATORS, INC.**  
 (Signature over printed name & date)

DEC 05 2023  
 Time

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

Funds Available:  
  
**JASPER A. YAUDER, CPA**  
 Budget Officer

ALOBS No. : 02-102101-2023-11-0871  
 Amount : ₱ 2,659,521.20