



PURCHASE ORDER

DELIVERY DUE DATE: 3/30/19

Procurement Unit
Telefax No.: 045-982-4630

Supplier: **DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**
Address: C. Santos St., Tarlac City
TIN No.: 000-540-804-000 VAT Reg.
Tel. No.: (045)982-8558

PR No.: 2019-02-036
PO No.: 2019-129
Date: 3/8/2019
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**
Date of Delivery: _____
Delivery Term: 10 calendar days
Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	ream	PAPER, Bond, sub 20/70gsm, 8.5x13	14	195.00	2,730.00
2	ream	PAPER, Bond, sub 20/70gsm, 8.5x11	8	185.00	1,480.00
9	pcs	STAPLER, #35, 26x6mm	3	260.00	780.00
11	ream	PAPER, Photo, 210x297mm, A4, Inkjet, 180gsm,	1	300.00	300.00
		100pcs			
12	pack	FOLDER, Long, cream, 10pcs/pack	2	100.00	200.00
13	pack	FOLDER, Short, cream, 10pcs/pack	2	50.00	100.00
16	box	CLIP / CLAMPS, 19mmx25mm	2	30.00	60.00
18	pcs	STAMP PAD, black and red color	2	75.00	150.00
24	pcs	FOLDING CLIP BOARD, for long documents,	2	140.00	280.00
		thickness:2.5mm			
25	pcs	FILE CASE, for long document, Data File Box Single	3	120.00	360.00
26	pcs	CLEARBOOK, for long document, red and black	2	95.00	190.00
27	pcs	PAPER CUTTER, A4	1	1,180.00	1,180.00
28	pcs	GLUE GUN, for Large stick glue	5	275.00	1,375.00
30	pack	PENTEL PEN, black, 3.03kgs, 4.0mm, 3.45mm x	1	300.00	300.00
		5.00mm, 10pcs			
36	pcs	STICKY NOTE, 3/5	2	40.00	80.00
39	pcs	GLUE, white, 130grms	2	55.00	110.00
40	pcs	STAPLE WIRE, #10	50	10.00	500.00
41	pcs	HIGHLIGHTER	3	55.00	165.00
43	box	PUSH PIN	2	46.00	92.00
44	pcs	ENVELOPE, plastic, long	20	200.00	4,000.00
46	pack	PENCIL, pack	1	84.00	84.00
49	pcs	ENVELOPE, brown, long	30	8.00	240.00
50	box	PAPER CLIP, vinyl coated	1	48.00	48.00
53	pcs	STAPLER, small	5	37.00	185.00
				Balance Forwarded	14,989.00

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:

[Signature] 3-20-19
DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.

(Signature over printed name & date)

Bank Account Name: _____

Bank Account Number: _____

Bank Name: _____

Bank Address: _____

Funds Available: _____

[Signature]
JESUS S. DANGANAN

Budget Officer IV

COMMISSION ON AUDIT - TSU

RECEIVED

MAR 7 2019

ALOBS No.:
Amount:

Effectivity Date: March 1, 2017

Page 1 of 2

all posted 3/7/19



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Date of Delivery:	Payment Term: <u>n/15</u>

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			Balance Forwarded		14,989.00
55	box	STAPLE WIRE, JT21 8mm 5'16	2	60.00	120.00
56	pcs	FOLDER, Expandable, long	5	15.00	75.00
57	pcs	TAPE, Scotch, 19mm x 33mm, small	20	5.00	100.00
58	pcs	TAPE, Packaging	10	25.00	250.00
61	pcs	CHIPBOARD, thin	2	40.00	80.00
62	pcs	TAPE, double sided tissue, 1inch x 30m	10	50.00	500.00
63	box	THUMB TACKS, gold	5	13.00	65.00
64	box	STAPLE WIRE, #35	5	32.50	162.50
65	pcs	SCISSORS, any color, small	12	29.00	348.00
66	pcs	CUTTER, any color, medium	17	48.75	828.75
67	pcs	CUTTER BLADE, medium	5	10.00	50.00
68	pcs	STICK GLUE, small	35	5.75	201.25
101	pack	PAPER, Colored, 10pcs/pack	2	20.00	40.00
103	pack	PAPER, Specialty, Vellum, 8.5*11, 20gsm	15	68.00	1,020.00
104	pcs	ID LACE, green	100	10.00	1,000.00
105	pcs	ENVELOPE, brown, long	100	8.00	800.00
170	pack	PAPER, Specialty, Thick, assorted color, 8.5*13, 20gsm, board	22	37.50	825.00
171	pcs	FOLDER, white, long	40	5.50	220.00
177	box	BALLPEN, black, 0.5mm, 12pcs	4	66.00	264.00
178	ream	BOND PAPER, sub80gsm, 210x297mm	7	240.00	1,680.00
179	pcs	FILM, Laminating, A4 size, 125 Micron	5	28.00	140.00
184	roll	TAPE, Scotch, transparent, 24mmx30mm	3	25.00	75.00
188	pcs	CERTIFICATE HOLDER, short	35	70.00	2,450.00
					26,283.50
***** Purpose: Various Office Supplies to be used for the different activities of student council					

(Total Amount in Words) Twenty Six Thousand Two Hundred Eighty Three Pesos and 50/100 Only

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Very truly yours,

Conforme:

[Handwritten Signature]
3-20-19

DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.

(Signature over printed name & date)

Bank Account Name: _____

Bank Account Number: _____

Bank Name: _____

Bank Address: _____

Funds Available: _____

JESUS S. DANGANAN

Budget Officer IV

DR. GLENARD T. MADRIAGA

VP, Admin. & Finance

Authorized Official *[Signature]*

COMMISSION ON AUDIT - TSU

RECEIVED

MAR 21 2019

By: *[Signature]* Date: _____

ALOBS No. :

Amount :