



PURCHASE ORDER

Procurement Unit

DELIVERY DUE DATE: 9/17/2020

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

Supplier : **A.C. MENDOZA PRINTING COMPANY INC.**
Address : San Sebastian Village Phase 3, Tarlac City
TIN#: 007-290-469-000 VAT REG.
Tel. No. : 045 - 9821814

PR No.: 2020-02-043
PO No.: 2020-264
Date: 8/7/2020
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
938	pc	FOLD COTE, zenith, #15, 31" x 43", cut to 15.5" x 43"	500	25.95	12,975.00
939	ream	PAPER, #70 subs. 20, 13.5" x 38"	50	2,775.00	138,750.00
940	ream	PAPER, #80 subs. 24, 25" x 38" (cut to 13.5" x 38" & 11.5" x 38")	100	2,775.00	277,500.00
941	ream	PAPER, Book, #70 subs. 20, 11.5" x 38"	50	2,300.00	115,000.00
***** Purpose: for office use of various Office/Colleges (APP)					544,225.00

(Total Amount in Words) Five Hundred Forty Four Thousand Two Hundred Twenty Five 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:

A.C. MENDOZA PRINTING COMPANY INC.
(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. :
Amount :

No.: TSU-PRO-SF-09

Revision No. 2

Effectivity Date : October 25, 2019

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8/19/20