



# PURCHASE ORDER

**DELIVERY DUE DATE:** 28 MAR 2025

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

Supplier: **COPYLANDIA OFFICE SYSTEMS CORPORATION**  
Address: **252 AB Fernandez Ave., Dagupan City**  
Type of Business: **Merchandising**  
TIN No.: **002-332-000-021 VAT Reg.**  
Tel. No.: **075-5153306 / Fax: 075-5223267 / 0917-6527393**

PR No.: **2025-01-026**  
PO No.: **2025-128**  
Date: **2/21/2025**  
Mode of Procurement: **Direct Contracting**

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: **11/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	cartridge	TONER, for Ineo 558e original black	3	6,500.00	19,500.00
2	cartridge	TONER, for TN516 (558E)	15	6,500.00	97,500.00
***** Purpose: for office use. APP 1st 2025					<b>117,000.00</b>



(Total Amount in Words) One Hundred Seventeen 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,

*[Signature]*  
**DR. ARNOLD E. VELASCO**  
President

Authorized Official

Conforme:

*[Signature]* 02.26.2025  
SNEER M. SIAPNO

### COPYLANDIA OFFICE SYSTEMS CORPORATION

(Signature over printed name & date)

Bank Account Name: COPYLANDIA OFFICE SYSTEMS CORP.  
Bank Account Number: 0051476452  
Bank Name: LBP  
Bank Address: MANATI CITY

Funds Available:

*[Signature]*  
**JASPER A. YAUDER, CPA**  
Budget Officer

ALBS No.: **02-206441-2025-02-0475**  
Amount: **₱117,000**



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*[Signature]*  
**DR. ARNOLD E. VELASCO**  
President  
Authorized Official

Conforme:

**COPYLANDIA OFFICE SYSTEMS CORPORATION**

(Signature over printed name & date)

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

Funds Available:

*[Signature]*  
**JASPER A. YAUDER, CPA**  
Budget Officer

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