



# PURCHASE ORDER

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

**DELIVERY DUE DATE:** 11/01/2020

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.: **2020-03-070**  
PO No.: **2020-348**  
Date: **9/30/2020**  
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: **30 calendar days**  
Date of Delivery: \_\_\_\_\_ Payment Term: **n/30**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	set	<b>DIGITAL DUPLICATOR</b> , Riso A2, 420mm x 297mm minimum, 624mm x 432mm maximum print paper size, 60sec. Master making time, 60-80-100 sheets per minute print speed, with LED panel use interface, change cartridge drum color change, fully automatic ink supply 1 liter per cartridge, fully automatic master supply/disposal (100 sheets per roll; 25 sheets master disposal capacity, Windows 8 OS, 240V, 60Hz single phase, Supplied with black/color drums, black and colored ink cartridges, and A2 type master (100 cuts) <i>Warranty: 1 year or 1,000,000 prints which ever comes first</i> ..... <i>Purpose: Supply and delivery of printing equipment for Business Center</i>	1	1,285,000.00	<b>1,285,000.00</b>

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20 OCT 2020

(Total Amount in Words) One Million Two Hundred Eighty Five 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,

Conforme:   
ELENOR T. TEOFILO

DR. GLENARD T. MADRIAGA  
VP, Admin. & Finance  
Authorized Official

### COPYLANDIA OFFICE SYSTEMS CORPORATION

(Signature over printed name & date)

Bank Account Name: COPYLANDIA OFFICE SYSTEMS CORP.  
Bank Account Number: 0051926962  
Bank Name: LBT  
Bank Address: NAWARI CITY

Funds Available:

ELENOR T. TEOFILO  
Head, Budget Office

ALOBS No.: 04-2020-1-1010-10-002  
Amount: P=1,285,000.-