



PURCHASE ORDER

Procurement Unit

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

DELIVERY DUE DATE:

7/23/20

Supplier: **COPYLANDIA OFFICE SYSTEMS CORPORATION**

Address: **718 Bumatay St. Mandaluyong City, Manila**

TIN#: **002-332-000-000 VAT Reg.**

Tel. No.: **075-515-3306/0917-556-8680**

Contact Person: **Virgilio D. Zamora Jr.**

PR No.: **2020-02-041**

PO No.: **2020-203**

Date: **6/18/2020**

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
3	unit	TABLE TOP PERFECT BINDER Specification: Horizon BQP60 Max. Book Size (Width): 210mm x 315mm Max. Book Thickness: 0.9 inch Production Speed: 1 book per 27 seconds Glue Type: EVA Warm-up Time: 20mins ***** Purpose: for PPMP 2020	1	370,000.00	370,000.00

COMMISSION ON AUDIT: TSU
RECEIVED
 BY: *[Signature]* Date: **24 JUN 2020**

(Total Amount in Words) **Three Hundred Seventy 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,

DR. GLENARD T. MADRIAGA
VP, Admin. & Finance
Authorized Official *[Signature]*

Conforme:

[Signature] **06-23-2020**

COPYLANDIA OFFICE SYSTEMS CORPORATION

(Signature over printed name & date)

Bank Account Name: _____
 Bank Account Number: _____
 Bank Name: _____
 Bank Address: _____

Funds Available:

[Signature]
ELENA MAY T. TEOFILO
OIC, Budget Office

ALOBS No. :

Amount :

No.: TSU-PRO-SF-09

Revision No. 2

Effectivity Date : October 25, 2019

Page 1 of 1

posted 6/23/20