



# PURCHASE ORDER

Procurement Unit

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

**DELIVERY DUE DATE:** 5/15/21

Supplier : **COPYLANDIA OFFICE SYSTEMS CORPORATION**

Address : 718 Bumatay St. Mandaluyong City, Manila

Type of Business: Merchandising Business

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

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

PR No.: 2021-03-074

PO No.: 2021-126

Date: 4/7/2021

Mode of Procurement: Direct Contracting

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
11	pc	TRANSFER BELT, 862L (A1DU-5042-03)	1	12,990.00	12,990.00
13	pc	FUSING ROLLER/2, (A50U-7205-00)	1	3,688.00	3,688.00
14	pcs	CHARGING CORONA UNIT, (A50U-R703-	4	2,246.00	8,984.00
15	pc	CLEANING UNIT BELT, (A50U-R706-33)	1	4,446.00	4,446.00
16	pcs	PAPER FEED ROLLER RUBBER, (25SA- ***** Purpose: APP-2021 1st Quarter	5	666.00	3,330.00
					<b>33,438.00</b>

(Total Amount in Words) Thirty Three Thousand Four Hundred Thirty Eight 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. ARMEE N. ROSEL  
VP, Research & Extension Services  
Authorized Official

Conforme:

**COPYLANDIA OFFICE SYSTEMS CORPORATION**

(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. : 62-201912-2021-04-0021

Amount : ₱ 33,438

No.: TSU-PRO-SF-09

Revision No. 3

Effectivity Date : August 24, 2020

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all noted  
4/16/21