



PURCHASE ORDER

Procurement Unit

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

DELIVERY DUE DATE: 04-05-2020

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

PR No.: 2020-02-039
 PO No.: 2020-110
 Date: 2/20/2020
 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**
 Date of Delivery: _____

Delivery Term: 30 Calendar Days
 Payment Term: N/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
8	pc	DRUM, Develop INEO + 1070, Drum unit DU 105	1	50,000.00	50,000.00
10	cart	INK CART, Comcolor 7150, 1000, Cyan	5	25,000.00	125,000.00
11	cart	INK CART, Comcolor 7150, 1000, Magenta	5	25,000.00	125,000.00
12	cart	INK CART, Comcolor 7150, 1000, Yellow	5	25,000.00	125,000.00
***** Purpose: APP-2020 1st Quarter					<u>425,000.00</u>

(Total Amount in Words) Four Hundred Twenty 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,

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

Conforme: *Vanessa S. Siapano* 03/04/20

COPYLANDIA OFFICE SYSTEMS CORPORATION

(Signature over printed name & date)

Bank Account Name: COPYLANDIA OFFICE SYSTEMS CORP.
 Bank Account Number: 00514 26452
 Bank Name: LAND BANK
 Bank Address: MAKATI CITY



Funds Available:
Elena May T. Teofilo
ELENA MAY T. TEOFILO
 OIC, Budget Office

ALOBS No. :
 Amount :

posted 3/6/2020



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VP, Admin. & Finance

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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
 OIC, Budget Office

ALOBS No. :

Amount :

