



PURCHASE ORDER

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

DELIVERY DUE DATE: 11/20/2020

Supplier : **A.C. MENDOZA PRINTING COMPANY INC.**
Address : San Sebastian Village Phase 3, Tarlac City
Type of Business : Manufacturing
TIN#: 007-290-469-000 VAT REG.
Tel. No. : 045 - 9821814

PR No.: 2020-02-043
PO No.: 2020-372
Date: 10/16/2020
Mode of Procurement: Small Value

Gentlemen:

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
775	box	CONTINUOUS FORM, 1 ply, 7x4 1/2, 2,000 sheets per box	26	1,298.00	33,748.00
776	ream	OTR, White, 8.5"x14", 500 pcs per ream	20	2,000.00	40,000.00
777	ream	PAPER, White, long, for ROG	2	2,000.00	4,000.00
***** Purpose: For office use of various offices/colleges- APP 2020					<u>77,748.00</u>

77800

(Total Amount in Words) Seventy Seven Thousand Seven Hundred Forty 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. GLENARD T. MADRIAGA
VP, Admin. & Finance
Authorized Official

Conforme:

A.C. MENDOZA PRINTING COMPANY INC.

(Signature over printed name & date)

Bank Account Name: ACMendoza Printing Co., Inc.
Bank Account Number: 20201-0000125
Bank Name: UCPB
Bank Address: Tarlac City



Funds Available:

ELENA MAY T. TEOFILO
HEAD, Budget Office

ALOBS No.: 02-101101-20-10-0753
Amount: 77,748.-

Handwritten notes and signatures at the bottom right corner.