



PURCHASE ORDER

Procurement Unit

Tel. No.: (045) 606-8142/ 606-8157

DELIVERY DUE DATE: 10/16/2020

Supplier : **BENERSON ENTERPRISES**
Address : F. Tañedo St., Poblacion, Tarlac City
Type of Business : Merchandising
TIN No. : 221-815-120-002 VAT Reg.
Tel. No. : (045) 982-1585

PR No.: 2020-08-166
PO No.: 2020-318
Date: 9/10/2020
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/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
2	pcs	EXTERNAL HARD DRIVE, USB 3.0, 107mm, 75mm, Toshiba Canvio Basic 1TB ***** Purpose: For COA Office use	2	3,100.00	<u>6,200.00</u>

(Total Amount in Words) Six Thousand Two Hundred 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:

9/16/20



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

BENERSON ENTERPRISES
(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. : _____
Amount : _____

Form No.: TSU-PRO-SF 09 | Revision No. 03

Effectivity Date: August 24, 2020

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9/16/20*