



# PURCHASE ORDER

**DELIVERY DATE:** 09-07-2019

procurement unit  
Telefax No.: 045-982-4630

Supplier : **PHILIPPINE DUPLICATORS, INC.**  
Address : Brgy. Merville, Parañaque City  
TIN#: 000-412-839-000 VAT Reg.  
Tel. No. : (072) 242-4367

PR No.: 2019-07-265  
PO No.: 2019-490  
Date: 8/2/2019  
Mode of Procurement: Direct Contracting

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
1	crgs	TONER, Black for MP2501L (Gestetner)	50	2710.40	135,520.00
2	crgs	INK, for copy printer DX3443(Gestetner)	50	1,115.52	55,776.00
3	rolls	MASTER ROLL, for Copy Printer DX3443(Gestetner)	10	6,838.40	60,838.40
4	crgs	TONER, for MKP2030-Black (Gestetner)	9	4,200.00	37,800.00
5	crgs	TONER, for MKP2030-Yellow (Gestetner)	6	11,500.00	69,000.00
6	crgs	TONER, for MKP2030-Cyan (Gestetner)	6	11,500.00	69,000.00
7	crgs	TONER, for MKP2030-Magenta (Gestetner)	6	11,500.00	69,000.00
8	crgs	TONER, for MKP2003-Black (Gestetner)	8	5,425.00	43,400.00
9	crgs	TONER, for MKP2003-Yellow (Gestetner)	8	10,675.00	85,400.00
10	crgs	TONER, for MKP2003-Cyan (Gestetner)	8	10,675.00	85,400.00
11	crgs	TONER, for MKP2003-Magenta (Gestetner)	8	10,675.00	85,400.00
					<b>796,534.40</b>

Purpose: For Photocopying and Printing Supply Purposes

(Total Amount in Words) Seven Hundred Ninety Six Thousand Five Hundred Thirty Four Pesos and 40/100 Only

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:  
Rebinal S. Boley  
**PHILIPPINE DUPLICATORS, INC.** 8/8/19

Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_

Funds Available:  
Jesus S. DANGANAN  
Budget Officer IV

ALOBS No. :  
Amount :

Handwritten notes and signature at bottom right corner.