



# PURCHASE ORDER

**DELIVERY DUE DATE:** February 19, 2024

Procurement Unit

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

Supplier : **DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**  
 Address : C. Santos St., Tarlac City  
 Type of Business : Merchandising  
 TIN No. : 000-540-804-000 VAT Reg.  
 Tel. No. : (045) 925-0944

PR No.: 2024-01-033  
 PO No.: 2024-122  
 Date: 02/14/2024  
 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**      Delivery Term: February 19, 2024  
 Date of Delivery:      Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
8	roll	PLASTIC COVER, #1.2	20	28.00	560.00
9	piece	ILLUSTRATION BOARD, 1/2 only	10	48.00	480.00
13	piece	CERTIFICATE HOLDER, A4	39	50.00	1,950.00
14	pack	VELLUM PAPER, A4, 180gsm, 50pcs	5	250.00	1,250.00
21	roll	TAPE, Double Sided, 1inch	20	45.00	900.00
23	box	THUMB TACKS, small	1	18.00	18.00
24	piece	CHIPBOARD	10	40.00	400.00
27	piece	PUNCHER, Heavy duty, 2 holes	1	300.00	300.00
***** Purpose: Materials to be used for CBA Sportsfest on February 19, 2024					<b><u>5,858.00</u></b>

(Total Amount in Words) Five Thousand Eight Hundred Fifty-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. GRACE N. ROSETE**  
 Vice President for Administration

Authorized Official

Conforme:

2/15/24

**DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**

(Signature over printed name & date)

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



Funds Available:

**JASPER A. YAUDER, CPA**  
 Budget Officer

ALOBS No. : 02-MUAD-2024-02-0461  
 Amount : 5,858.00