



# PURCHASE ORDER

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

**DELIVERY DUE DATE: 21 JUL 2024**

Supplier : **INFOWORX INC.**  
Address : Mc Arthur Highway, San Roque, Tarlac City  
Type of Business : Merchandising  
TIN No. : 004-845-988-005 VAT Reg.  
Tel. No. : Telefax No.: 045-491-2383

PR No.: 2024-03-152  
PO No.: 2024-395  
Date: 6/5/2024  
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: 30 calendar days  
Date of Delivery: \_\_\_\_\_ Payment Term: n/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
10	unit	<b>SHREDDER, COMIX S3508D 8 sheets 22L Cross-Cut Heavy-Duty Paper Shredder; -Pull-out bin design and big see-through window; -Energy-saving technology (Automatic power off after 30 minutes of no use); -Shreds continuously for 30 minutes; -Separate CD bin design to divide different wastes; -8 sheets capacity; -Noise: 65dB; -Shred Speed: 2.3m/min; -Shred size: 2x12mm; -Basket volume: 22L; -Duty cycle: 30mins On, 40mins Off; -Shred type: Crosscut</b> *Shreds up to 8 sheets of paper: Shreds paper, Credit cards, and CDs *Shreds 8 sheets into 2 x 12 mm particles; Micro cut shredder high security level *22L pull-out bin design for easy emptying *Universal wheels for easy movement *Meet the demands of general office workers 1 Year Warranty	1	13,500.00	13,500.00
<i>sub-total:</i>					<b>13,500.00</b>

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. ARNOLD E. VELASCO**  
President  
Authorized Official

Conforme:

*Septury 06-21-2024*  
**INFOWORX INC.**

(Signature over printed name & date)

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



Funds Available:

*[Signature]*  
**JASPER A. YAUDER, CPA**  
Budget Officer

ALOB No. : 02-20644-2024-06-1960  
Amount : ₱35,200 -



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Date of Delivery: \_\_\_\_\_      Payment Term: **n/30**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
12	piece	<p style="text-align: right;"><b>Balance Forwarded:</b></p> <b>TELEVISION, SKYWORTH UHD 55SUE6250 55-inch 4K UHD, Google TV</b> <i>warranty: 1 year</i> ***** <i>Purpose: Office Devices and Tools - APP 1st Quarter 2024</i>	1	21,700.00	<p style="text-align: right;"><b>13,500.00</b></p> <p style="text-align: right;">21,700.00</p> <hr/> <p style="text-align: right;"><b><u>35,200.00</u></b></p>

(Total Amount in Words) Thirty-Five Thousand Two Hundred Pesos Only

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Very truly yours,

**DR. ARNOLD E. VELASCO**  
President  
Authorized Official



Conforme:

*[Signature]* 06-21-2024  
**INFOWORX INC.**  
(Signature over printed name & date)

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

Funds Available:  
*[Signature]*  
**JASPER A. YAUDER, CPA**  
Budget Officer

ALOBS No. : **02-206441-2024-06-1960**  
Amount : **₱35,200.00**