



# PURCHASE ORDER

**DELIVERY DUE DATE:**

9/27/2020

Procurement Unit

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

Supplier : **A.C. MENDOZA PRINTING COMPANY INC.**  
 Address : **San Sebastian Village Phase 3, Tarlac City**  
 TIN#: **007-290-469-000 VAT REG.**  
 Tel. No. : **045 - 9821814**  
 Contact Person: **Mr. Alejandro Mendoza Jr.**

PR No.: **2020-08-156**  
 PO No.: **2020-291**  
 Date: **8/25/2020**  
 Mode of Procurement: **Small Value**

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	pc	PAPER, A3, Glossy C2s 1.7" x 16.5" (100GSM)	5000	12.00	60,000.00
2	pc	PAPER, Glossy C2S 11" x 17" (100 GSM)	5000	10.00	50,000.00
***** Purpose: for the printing of annual report					<b>110,000.00</b>

(Total Amount in Words) One Hundred Ten Thousand 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. MADRAGA**  
 VP, Admin. & Finance  
 Authorized Official

Conforme:

8/28/2020

**A.C. MENDOZA PRINTING COMPANY INC.**

(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 :

No.: TSU-PRO-SF-09

Revision No. 2

Effectivity Date : October 25, 2019

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ok noted 9/2/20



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 VP, Admin. & Finance  
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Conforme:

**A.C. MENDOZA PRINTING COMPANY INC.**

(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 :