



# PURCHASE ORDER

Procurement Unit

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

**DELIVERY DUE DATE:** 10/10/2020

Supplier : **TARLAC MAC ENTERPRISES, INC.**  
 Address : McArthur Highway, San Nicolas, Tarlac City, Tarlac  
 Type of Business: Merchandising Business  
 TIN#: 216-156-371-000 VAT Reg.  
 Tel. No. : (045) 982 4775 local # 119 / 0927-9795-330

PR No.: 2020-07-142

PO No.: 2020-324

Date: 9/15/2020

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	TABLE, Office Made of Wood; 1 front Drawer; 3 left Drawer 1 right Drawer; 28" x 56", Color: Mahogany, Sanyang SY-1201	2	4,095.00	8,190.00
9	pc	CHAIR, Swivel with Armrest; Color: Black Made of Fabric, EC-825  ***** Purpose: for Office use	2	2,400.00	4,800.00
					<b><u>12,990.00</u></b>

(Total Amount in Words) Twelve Thousand Nine Hundred Ninety 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:

**TARLAC MAC ENTERPRISES, INC.**

(Signature over printed name & date)

9/18/2020

Bank Account Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

COMMISSION ON AUDIT, TSU  
RECEIVED

By: Date: 18 SEP 2020 Time: \_\_\_\_\_

Funds Available:

ELENA MAY T. TEOFILO  
 Head, Budget Office

ALOBS No.: 02-101101-20-69-0640

Amount: ₱ 12,990.

No.: TSU-PRO-SF-09

Revision No. 3

Effectivity Date : August 24, 2020

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