





# PURCHASE ORDER

Procurement Unit

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

**DELIVERY DUE DATE:** Pick-up / COD

Supplier : **NATIONAL PRINTING OFFICE**  
 Address : C-4, Diliman, Quezon City, Metro Manila  
 Type of Business : Merchandising  
 TIN No. : 000-769-754-000  
 Tel. No. : (02) 8925 2190/ 8925-2186/ 0917-805-0356

PR No.: 2024-06-251  
 PO No.: 2024-475  
 Date: 07/17/2024  
 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**      Delivery Term: Pick-up  
 Date of Delivery:      Payment Term: COD

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	box	<b>INVOICE</b> , Series 000001C to 0040000C *Size: 11" x 5-1/4", Material: White, Pink and Blue Carbonless Paper, Others: One-side printing; all in black print with RP seal, amienda, serial numbers, and microtexts; with security marks in UV ink; with NPO security marks, Packaging: In boxes of 1,000 x 3-ply with front and back cover  ***** <i>Purpose: for Collecting office use</i>	40	7,311.00	292,440.00
2	box		40	7,311.00	292,440.00
3	box		38	7,355.00	279,490.00
4	box		5	13,811.00	69,055.00
					<b><u>933,425.00</u></b>

(Total Amount in Words) Nine Hundred Thirty-Three Thousand Four Hundred Twenty-Five 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. ARNOLD E. VELASCO  
 President  
 Authorized Official



Conforme:

**NATIONAL PRINTING OFFICE**

(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.: 02-700411-2024-07-2024  
 Amount: 933,425.00