



# PURCHASE ORDER

**DELIVERY DUE DATE:** 11/5/21

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

Supplier : **RGC MARKETING**  
Address : #7 Atlanta St. Nifias Village Subd., Brgy. Suizo, Tarlac City  
Type of Business: Merchandising Business  
TIN No. : 176-842-610-000 VAT Reg.  
Tel. No. : 0942-741-4143

PR No.: 2021-06-147  
PO No.: 2021-301  
Date: 9/10/2021  
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**  
Date of Delivery:

Delivery Term: 30 calendar days  
Payment Term: n/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	units	CALCULATOR, 12 digits	16	380.00	6,080.00
3	boxes	CLIP, backfold, 19mm	87	13.50	1,174.50
5	boxes	CLIP, backfold, 50mm	145	60.00	8,700.00
13	pcs	DATING AND STAMPING MACHINE, self-inking	36	450.00	16,200.00
17	pcs	ERASER, plastic or rubber	6	14.00	84.00
18	pcs	FILE ORGANIZER, legal	8	168.00	1,344.00
21	packs	FOLDER, tagboard, with tab, legal, 100pcs/pack	107	448.50	47,989.50
25	boxes	FOLDER, pressboard, legal, ordinary	109	1,297.50	141,427.50
46	pcs	STAMP REMOVER, plier type	123	59.00	7,257.00
***** Purpose: failed items of various common office supplies for the 1st quarter (APP 2021)					<b>230,256.50</b>

(Total Amount in Words) Two Hundred Thirty Thousand Two Hundred Fifty Six and 50/100 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. ARMEE N. ROSEL  
VP, Research and Extension Services  
Authorized Official

Conforme:

**RGC MARKETING**

(Signature over printed name & date)

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



Funds Available:  
**RYAN R. RONQUILLO**  
OIC, Budget Office

ALOBS No. :  
Amount :