



# TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES VISAYAS

Capt. Sabi St., City of Talisay, Negros Occidental

PROCUREMENT OFFICE

## PURCHASE ORDER

F-PRO-05

1

18 Jan 2024

Supplier : <b>BACOLOD COPY CENTER AND BOOKBINDING</b>	P.O. No. : <b>2025-02-016</b>
Address : <b>BURGOS ST., BC, NEG. OCC.</b>	Date : <b>February 14, 2025</b>
TIN : <b>923-217-704-000</b>	Mode of Procurement : <b>Small Value Procurement</b>

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : Capt. Sabi St., City of Talisay, Negros Occidental				Delivery Term : 15 DAYS		
Date of Delivery :				Payment Term : 15 DAYS		
Stk. #	Item #	Unit	Description	Qty.	Unit Cost	Amount
	1	pc.	Envelope, mailing, w/ TUP address (see sample)	1000	4.00	4,000.00
	2	pc.	Student personal data folder (see sample)	1500	9.00	13,500.00
	3	sheet	Paper, Transcript of Records (see sample)	3000	8.00	24,000.00
<div>2/29/25</div> <div>CA</div>						
Forty-One Thousand Five Hundred Pesos Only					Total	41,500.00

In case of failure to make the full delivery within the specified time above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Conforme:

Very truly yours,

Signature over Printed Name of Supplier

2/27/2025

Date

CELESTE GRACE B. DELUMPA, CPA

Accountant III

DR. ERIC A. MALO-OY, PHD-TM  
Campus Director

19 FEB 2025

Funds Available :

OBR/BUR No. : 101-25-02-070

Amount : P 41,500.00

Purchase Request/s: 0006