



PURCHASE ORDER

Procurement Unit

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

DELIVERY DUE DATE: 4/29/2023

Supplier : **MCE. (MELODY CORPUZ ESPINOSA) INC.**
 Address : Quirino St. San Jose, Balanga City, Bataan
 Type of Business : Merchandising
 TIN No. : 608-038-415-00000 Non-VAT
 Tel. No. : 0961-090-6288

PR No.: 2023-01-046
 PO No.: 2023-132
 Date: 03/28/2023
 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**

Delivery Term: 30 calendar days

Date of Delivery:

Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
8	piece	BROOM , Stick for ceiling	2	105.00	210.00
9	piece	BRUSH , long handle, for toilet	50	55.00	2,750.00
20	piece	DIPPER , plastic, thick	25	40.00	1,000.00
26	piece(s)	DOORMAT	20	385.00	7,700.00
28	piece	DUST PAN , Indoor	30	70.00	2,100.00
31	piece(s)	FEATHER DUSTER , big	20	51.00	1,020.00
32	piece	FLOOR RAG , water absorbent cloth, Non-slip, Microfiber, Size (LxWxH): 55 x 35 x 1cm	5	93.00	465.00
34	piece	FRAGRANT ELIMINATOR , Automatic with batteries	60	330.00	19,800.00
41	piece	HANDLE , for Dust Mop, Wooden	80	170.00	13,600.00
49	piece	MOP HEAD , Cloth	500	90.00	45,000.00
53	piece	PLUNGER	10	55.00	550.00
75	piece	TRASH CAN , Indoor with lid, small, any color	84	210.00	17,640.00
					<u>111,835.00</u>
***** Purpose: for Janitorial Supplies and Materials - APP 1st Quarter 2023					

(Total Amount in Words) One Hundred Eleven Thousand Eight Hundred Thirty 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. GRACE N. ROSETE

Vice President for Administration

Authorized Official

Conforme:

MARCH 30, 2023

MCE. (MELODY CORPUZ ESPINOSA) INC.

(Signature over printed name & date)

Bank Account Name: _____

Bank Account Number: _____

Bank Name: _____

Bank Address: _____

Funds Available:

JASPER A. YAUDER, CPA

Budget Officer

COMMISSION ON AUDIT - TSU

RECEIVED

MAR 31 2023

ALOBS No. : 02-206441-2023-09 - 0666

Amount : ₱ 11,835