



# PURCHASE ORDER

**DELIVERY DUE DATE:**

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

Supplier : **ROBINSONS HANDYMAN, INC.**  
Address : Upper Ground Floor, Magic Star Mall, Tarlac City  
Type of Business : Merchandising  
TIN No. : 003-888-229-011 VAT Reg.  
Tel. No. : 0943-2828700

PR No.: 2020-09-182  
PO No.: 2020-343  
Date: 9/25/2020  
Mode of Procurement: Shopping

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: *pickup* 30 calendar days  
Payment Term: COD

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	set	<b>TORNADO MOP</b> , Stainless steel wringle bucket with mop pole and 2 microfiber mop heads, eco series 360 degree spin mop head ***** <i>Purpose: For cleaning floors and other surfaces</i>	30	995.00	<u>29,850.00</u>

(Total Amount in Words) Twenty Nine Thousand Eight Hundred Fifty 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. MADRIAGA**  
VP, Admin. & Finance  
Authorized Official

Conforms:

*Xalano*  
10/6/2020



**ROBINSONS HANDYMAN, INC.**  
(Signature over printed name & date)

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

Funds Available:

*Elena May T. Teofilo*  
**ELENA MAY T. TEOFILO**  
Head, Budget Office

ALOBS No.: 02-101101-20-10-0700  
Amount: ₱ 29,850.

Form No.: TSU-PRO-SF 09 | Revision No. 03

Effectivity Date : August 24, 2020 | Page 1 of 1

*all noted  
10/9/20*