



# PURCHASE ORDER

**DELIVERY DUE DATE:** 06 APR 2025

Procurement Unit

Tel No.: (045) 606-8110 local 157/142

Supplier: **WORKSWELL ENTERPRISES INC.**  
Address: Unit 107, G/F, Tower B, Sea Residences, Mall of Asia Complex, Pasay, Metro Manila  
Type of Business: Merchandising  
TIN No.: 757-496-644-000 VAT Reg.  
Tel. No.: 8709-2876

PR No.: 2024-12-488  
PO No.: 2025-148  
Date: 2/27/2025  
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/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
6	piece	<b>OFFICE TABLE, OT-814</b> <ul style="list-style-type: none"><li>• 2-tone Office Table</li><li>• Grommet</li><li>• 3 drawers with safety lock</li></ul> Item Dimension: L140cm x W70cm x H76cm ***** Purpose: for office use	1	12,330.00	<b><u>12,330.00</u></b>

(Total Amount in Words) Twelve Thousand Three Hundred Thirty 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:

JOHN CHRISTIAN SY

**WORKSWELL ENTERPRISES INC.**

(Signature over printed name & date)

Bank Account Name: WORKSWELL ENTERPRISES INC.

Bank Account Number: 3431-1219-03

Bank Name: LANDBANK OF THE PHILIPPINES

Bank Address: LBP-MAKATI ATRIUM BR.

Funds Available:

IASPERA YAUDER, CPA

ALOPS No.: 02-MAR-46-10X-07-0764  
Amount: 12,330.00



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DR. ARNOLD E. VELASCO  
President

Conforme:

**WORKSWELL ENTERPRISES INC.**

(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. March 2025-02.07.24  
Amount : 12,330.00