



# PURCHASE ORDER

**DELIVERY DUE DATE:** 30 MAR 2025

Procurement Unit

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

Supplier : **BHIPOLITO OFFICE SUPPLIES**  
Address : 382 P. Sayo St., Paltao, Pulilan, Bulacan  
Type of Business : Merchandising  
TIN No. : 309-195-732-001 VAT Reg.  
Tel. No. : 0947-337-1868/0917-843-2428

PR No.: 2024-11-457  
PO No.: 2025-118  
Date: 02/18/2025  
Mode of Procurement: Small Value

Gentlemen:

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

Place of Delivery:		<b>TARLAC STATE UNIVERSITY</b>		Delivery Term:		30 calendar days
Date of Delivery:				Payment Term:		n/15
Item No.	Unit	Description	Quantity	Unit Cost	Total Cost	
1	unit	HEAVY-DUTY MANUAL PAPER CUTTER, Generic Brand Heavy Duty PPR Cutter A3 250sheets	1	6,638.00	6,638.00	
3	unit	HEADSET, JBL Quantum 200	1	2,300.00	2,300.00	
5	unit	EPSON ECOTANK MONOCHROME M3170 warranty: 30 days ***** Purpose: for office use	1	17,950.00	17,950.00	
					<b>26,888.00</b>	



(Total Amount in Words) Twenty-Six Thousand Eight Hundred Eighty-Eight 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:

*[Signature]*  
BHIPOLITO

FEBRUARY 28, 2025

**BHIPOLITO OFFICE SUPPLIES**

(Signature over printed name & date)

Bank Account Name: BHIPOLITO OFFICE SUPPLIES  
Bank Account Number: 3851-0097-00  
Bank Name: LAND BANK OF THE PHILIPPINES  
Bank Address: CUT-COT PULILAN BULACAN

Funds Available:

*[Signature]*  
**JASPER A. YAUDER, CPA**  
Budget Officer

ALOBS No. : 02-Mmd41-MK-02-0729  
Amount : 26,888.00



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TIN No. : **309-195-732-001 VAT Reg.**  
Tel. No. : **0947-337-1868/0917-843-2428**

PR No.: **2024-11-457**  
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1	unit	<b>HEAVY-DUTY MANUAL PAPER CUTTER,</b> Generic Brand Heavy Duty PPR Cutter A3 250sheets	1	6,638.00	6,638.00
3	unit	<b>HEADSET, JBL Quantum 200</b>	1	2,300.00	2,300.00
5	unit	<b>EPSON ECOTANK MONOCHROME M3170</b> warranty: 30 days ***** Purpose: for office use	1	17,950.00	17,950.00
					<b>26,888.00</b>



(Total Amount in Words) Twenty-Six Thousand Eight Hundred Eighty-Eight Pesos Only

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Very truly yours,

**DR. ARNOLD E. VELASCO**  
President

Authorized Official

Conforme:

**BHIPOLITO OFFICE SUPPLIES**

(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.: **02-10441-2025-12-0229**  
Amount: **26,888.00**