

**PURCHASE ORDER**  
**ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY**  
 Burgos St., LaPaz, Iloilo City

DOC # 73084

Supplier : TENG HWA TRADING CO., INC. P.O. No. : 2024-11-291  
 Address : Balantang, Jaro, Iloilo City Date : November 28, 2024  
 TIN : 000-424-099-003 Mode of Procurement : DIRECT CONTRACTING

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


Place of Delivery : Burgos Street, La Paz, Iloilo City Delivery Term : 20 Calendar Days upon receipt of PO  
 Date of Delivery : \_\_\_\_\_ Payment Term : CHARGE

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	cartridges	PHOTOCOPIER TONER (Kyocera 2554ci) TK8360C, Cyan	2	16,400.00	32,800.00
2	cartridges	PHOTOCOPIER TONER (Kyocera 2554ci) TK8360M, Magenta	2	16,400.00	32,800.00
3	cartridges	PHOTOCOPIER TONER (Kyocera 2554ci) TK8360Y, Yellow	2	16,400.00	32,800.00
***** Nothing to Follows ***** For official use of the Office of the Vice President of Administration and Finance. Requested by: Russ Allen B. Napud					
				<b>Total</b>	<b>98,400.00</b>


**(Total Amount in Words): NINETY EIGHT THOUSAND FOUR HUNDRED PESOS ONLY**

In case of failure to make the 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 on the undelivered item/s.

Conforme:

  
**TENG HWA TRADING CO., INC.**  
 \_\_\_\_\_  
 Name of Supplier  
Dec. 11, 2024  
 \_\_\_\_\_  
 Date

Very truly yours,

  
**RUSS ALLEN B. NAPUD, DIT**  
 \_\_\_\_\_  
 VP for Admin and Finance  
DEC 11 2024  
 \_\_\_\_\_  
 Date

Fund Cluster : 164  
 Funds Available : \_\_\_\_\_  
 \_\_\_\_\_  
**JESSICA M. GENZOLA**  
 Accountant IV

ORS/BURS No. : 2024-12-1934  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : 98,400.00