

PURCHASE ORDER

Municipality of Anda

Anda, Pangasinan

Supplier **RICHDON OFFICE SUPPLIES & EQUIPMENT TRADING**
Address **Binmaley, Pangasinan**P.O. No. 395-08-2022
DATE: 8-2-22
P.R. No. 072022-403
DATE: 7/19/2022

Gentlemen:

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

Place of Delivery: LGU-Anda, Pangasinan

Date of Delivery:

Delivery Term: FOB DestinationPayment Term: COD

Item No.	Unit	Quantity	Description	Unit Cost	Amount
1	Unit	1	LAPTOP	39,900.00	39,900.00
			Specs:		
			15s-DU1537TU Intel i3		
			i3-10110U		
			15.6 HD		
			4gb 512gb		
			W11 home		
			Silver		
			with bag		
2	Unit	1	PRINTER 3 IN 1	9,990.00	9,990.00
			Print		
			Xerox		
			Scan		
					49,890.00

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.

Conforme:

RICHDON OFFICE SUPPLIES & EQUIPMENT TRADING

(Signature over printed name)

(Date)

Very truly yours,

JOGANIE C. RARANG
(Authorized Official)

(In case of Negotiated Purchase pursuant to Sec. 369 (a) of RA 7160, this portion must be accomplished).

Approved to be purchased thru negotiated purchase per Sanguniang Res. No. _____

Certified Correct: _____

Date: _____