

PURCHASE ORDER

Municipality of Anda
Anda, PangasinanSupplier **MARCRIS ENTERPRISES**
Address **Lingayen, Pangasinan**P.O. No. 090-02-2022
8-2-22

P.R. No. _____

Gentlemen:

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

Place of Deliv **Anda, Pangasinan**

Delivery Term: _____

Date of Delivery: _____

Payment Term: _____

Item No.	Unit	Quantity	Description	Unit Cost	Amount
1	pcs	23	Ballpen	15.00	345.00
2	pc	1	Battery drycell,AAA 1.5V	40.00	40.00
3	box	3	Clip, backfold, 25mm	21.00	63.00
4	box	3	Clip, backfold, 32mm	27.00	81.00
5	ream	1	Envelop, (brown)long x 100	1,200.00	1,200.00
6	ream	1	Envelop,(brown) short x 100	1,000.00	1,000.00
7	pcs	2	Eraser, plastic and rubber	10.00	20.00
8	pcs	9	Expandable folder long	40.00	360.00
9	pcs	5	Expandable plastic envelop long	65.00	325.00
10	pcs	2	Flash drive USB 8gig	900.00	1,800.00
11	pcs	2	Folder, Short (per 100pcs)	750.00	1,500.00
12	pc	1	Glass Cleaner	300.00	300.00
13	pc	1	Glue 200grams	80.00	80.00
14	pcs	6	Ink refill , Black	360.00	2,160.00
15	pcs	3	Ink refill , colored	400.00	1,200.00
16	pc	2	Insecticide,aerosol type	200.00	400.00
17	pc	1	Multi insect killer spray	350.00	350.00
18	pc	2	Notepad stick on 2x3	60.00	120.00
19	pc	2	Notepad stick on 3x4	70.00	140.00
20	box	2	paperclip 50mm	20.00	40.00
21	ream	23	bookpaper multipurpose short substance 2	275.00	6,325.00
22	pc	5	pentelpen	70.00	350.00
23	box	6	staple wire standard	30.00	180.00
24	pcs	5	stick glue	19.00	95.00
25	pc	3	tape dispenser hanheld for 48mm wide tap	40.00	120.00
26	packs	9	toilet tissue paper 2ply sheets 150 pulls	120.00	1,080.00
27	box	2	Carbon paper (perma film)long	1,400.00	2,800.00
					22,474.00

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.

Very truly yours,

Conforme:

MARCRIS ENTERPRISES

(Signature over printed name)

(Date)

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. _____