

PURCHASE ORDER

Municipality of Anda

Anda, Pangasinan

Supplier Address **MARCRIS ENTERPRISES**
Lingayen, PangasinanP.O. No. 391-00-2022
0-2-22

P.R. No. _____

Gentlemen:

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

Place of Delivery **Anda, Pangasinan**

Delivery Term:

Date of Delivery:

Payment Term:

Item No.	Unit	Quantity	Description	Unit Cost	Amount
1	pcs	17	Ballpen	15.00	255.00
2	pc	3	Eraser, plastic and rubber	10.00	30.00
3	pcs	10	Expandable folder long	40.00	400.00
3	pcs	2	Expandable plastic envelop long	65.00	130.00
3	pc	1	External Hard Drive, 1 TB	3,400.00	3,400.00
3	pcs	2	Ink refill, Black	360.00	720.00
3	pcs	2	Ink refill, colored	400.00	800.00
3	pc	1	Ink for stamp pad, purple or violet	50.00	50.00
3	pcs	2	Multi insect killer spray	350.00	700.00
3	pcs	3	Notepad stick on 3x4	70.00	210.00
3	box	3	paperclip 50mm	20.00	60.00
3	ream	15	bookpaper multipurpose short substance	275.00	4,125.00
3	pcs	2	stampad ink artline	120.00	240.00
3	pcs	2	tape electrical	60.00	120.00
3	packs	2	toilet tissue paper 2ply sheets 150 pulls	120.00	240.00
3	pcs	5	White board pen	75.00	375.00
3	pcs	2	CD rewritable	30.00	60.00
3	ream	2	Bond Paper A3	762.00	1,524.00
3	ream	5	Bondpaper Long	221.00	1,105.00
					14,544.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of percent for every day of delay shall be imposed.

Conforme:

MARCRIS ENTERPRISES

(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. _____