

PURCHASE ORDER
Municipality of Anda
Anda, Pangasinan

Supplier: **RICHDON OFFICE SUPPLIES & EQUIPMENT TRADING**
Address: **Binmaley, Pangasinan**

P.O. No. 397-02-2022
DATE: 6-2-22
P.R. No. 072022-388
DATE: 7/18/2022

Gentlemen:

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

Place of Delivery: LGU-Anda, Pangasinan Delivery Term: FOB Destination
Date of Delivery: _____ Payment Term: COD

Item No.	Unit	Quantity	Description	Unit Cost	Amount
1	Pcs.	35	Ballpen	15.00	525.00
2	pack	6	Battery AAA	40.00	240.00
3	pack	2	Envelop, (brown)long x 100	1,200.00	2,400.00
4	pack	1	Envelop, A4	1,100.00	1,100.00
5	Pcs.	30	Expandable folder long	40.00	1,200.00
6	Unit	1	Exterbal Hard Drive, 1 TB	3,500.00	3,500.00
7	Set	3	File tray	550.00	1,650.00
8	Bundle	3	Folder, Long (per 100pcs)	800.00	2,400.00
9	Bundle	1	Folder, Short (per 100pcs)	750.00	750.00
10	Pcs.	4	Glass Cleaner	280.00	1,120.00
11	Jar	4	Glue 200grams	75.00	300.00
12	Bottle	10	Ink refill , Black	360.00	3,600.00
13	Bottle	15	Ink refill , colored	400.00	6,000.00
14	Pcs.	14	Multi insect killer spray	350.00	4,900.00
15	Box	8	Paperclip 50mm	20.00	160.00
16	Ream	40	Bookpaper multipurpose short substance 20	284.00	11,360.00
17	Pcs.	15	Pentelpen	70.00	1,050.00
18	Box	6	Push pin/hammer head type	45.00	270.00
19	Roll	6	Tape packaging width 48mm	30.00	180.00
20	pack	15	Toilet tissue paper 2ply	120.00	1,800.00
21	Pcs.	6	White board pen	70.00	420.00
22	Ream	25	Book paper multipurpose A4 substance 20	300.00	7,500.00
23	Tube	2	Xerox copier toner	2,500.00	5,000.00
24	Ream	12	Bookpaper with letterhead Short	578.00	6,936.00
25	Ream	15	Bookpaper with letterhead Long	949.00	14,235.00
26	Ream	10	Deskpad / letterhead	704.00	7,040.00
				85,636.00	

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:

RICHDON OFFICE SUPPLIES & EQUIPMENT TRADING

(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. _____

Certified Correct:

Date: _____