

PURCHASE ORDER
Municipality of Anda
Anda, Pangasinan

Supplier MARCRIS ENTERPRISES
Address ANDA, PANGASINAN

P.O. No. 389-08-2022
8-2-22
P.R. No. _____

Gentlemen:

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

Place of Delivery Anda, Pangasinan
Date of Delivery: _____

Delivery Term: FOB Destination
Payment Term: COD

Item No.	Unit	Quantity	Description	Unit Cost	Amount
1	pcs	12	ballpen	15.00	180.00
2	pack	1	file tray	550.00	550.00
3	pcs	23	tape packaging width 48mm	30.00	690.00
4	bundle	1	folder long (per 100pcs)	800.00	800.00
5	jar	4	glue,200 grams	75.00	300.00
6	bot	4	ink refill, black (70ml)	360.00	1,440.00
7	bot	6	ink refill, colored (70ml)	400.00	2,400.00
8	pad	10	toilet tissue paper 2ply	120.00	1,200.00
9	box	4	paper clip,50mm	20.00	80.00
10	ream	5	book paper multi purpose short, substance 20	284.00	1,420.00
11	ream	10	book paper multipurpose A4 substance 20	300.00	3,000.00
12	box	2	push pin/hammer head type	40.00	80.00
13	pack	4	pentel pen	70.00	280.00
					12,420.00

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. _____

Certified Correct:

Date: _____