

**PURCHASE ORDER**  
**MARIANO MARCOS STATE UNIVERSITY**  
 City of Batac 2906 Ilocos Norte

MARIANO MARCOS STATE UNIVERSITY  
  
 VN178979

Supplier : <b>NOVELTY ENTERPRISES</b> Address : City of Batac TIN : 110-555-521-000	P.O. No. : 07308603-2021-10-603 Date : October 04, 2021 Mode of Procurement : <i>Shopping</i>
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Gentlemen: PR No.: 2021-08-138 (07308603)- NICERS/S.Lidora  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : MMSU, City of Batac Date of Delivery : within 25 calendar days upon receipt of P.O.	Delivery Term : FOB Destination Payment Term : N/30
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
14111514-NP-S02	pad	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	10	20.00	200.00
14111514-NP-S03	pad	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	10	30.00	300.00
14111514-NP-S04	pad	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	10	35.00	350.00
14111507-PP-M01	ream	PAPER, Multicopy, 80gsm, size: 210mmx297mm (A4 size)	10	200.00	2,000.00
44121506-EN-D01	box	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	2	850.00	1,700.00
44121506-EN-D02	box	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box	2	950.00	1,900.00
44122118-FA-P01	box	FASTENER, METAL, 70mm between prongs, 50sets per box	20	45.00	900.00
44121708-MW-B01	piece	MARKER, Whiteboard, black, felt tip, bullet type	40	20.00	800.00
44121708-MW-B02	piece	MARKER, Whiteboard, blue, felt tip, bullet type	20	20.00	400.00
44121615-ST-B01	unit	STAPLER, BINDER TYPE, heavy duty, desktop	1	1,200.00	1,200.00
31201610-GL-J01	jar	GLUE, all-purpose, gross weight: 200 grams min	3	45.00	135.00
OSD-112-249	roll	TAPE, binding, 48mm, 10m, black	10	95.00	950.00
OSD-112-237	roll	TAPE, Double sided, white, 1"	20	30.00	600.00
OSD-112-017	Unit	FILLING CABINET, Steel, lateral, with four drawers, file drawers fits legal and letter size files, heavy duty steel construction, acid washed, phosphorized and powder coated	1	12,800.00	12,800.00
OSD-112-117	ream	PAPER, Multicopy, 80gsm, size 215.9mm x 279.4mm (letter size)	10	195.00	1,950.00
<b>TOTAL</b>					<b>26,185.00</b>

**(Total Amount in Words): Twenty Six Thousand One Hundred Eighty Five Pesos Only**

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 on the undelivered item/s.

Conforme:

\_\_\_\_\_  
 Signature over Printed Name of Supplier

Mariano Marcos State University  
 Very truly yours,  
**BY AUTHORITY OF THE PRESIDENT**

**SHIRLEY C. AGRUPIS**  
 President  
**PRIMA FER. FRANCO**  
 Vice President for Academic Affairs

Fund Cluster : 07308603

Funds Available : \_\_\_\_\_

\_\_\_\_\_  
 IMELDA C. CORPUZ  
 Chief, Accounting Office

ORS/BURS No. : 07308603-2021-10

Date of the ORS/BURS: \_\_\_\_\_

Amount : \_\_\_\_\_