



# PURCHASE ORDER

## MARIANO MARCOS STATE UNIVERSITY

City of Batac 2906 Ilocos Norte

Supplier : <b>NH ROVI'S GENERAL MERCHANDISE</b>	P.O. No. : 07308603-2021-11-725
Address : City of Batac	Date : November 26, 2021
TIN : 192-453-120-000	Mode of Procurement: NP-Small Value

Gentlemen: PR No. 2021-10-184 (07308603) - IKSCM Prog. (M.Aquino)  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : MMSU, City of Batac	Delivery Term : FOB Destination
Date of Delivery : Within 20 calendar days upon receipt of P.O.	Payment Term : N/30

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
14111507-PP-C01	ream	Multi-Purpose (COPY) A4, 70gsm	60	160.00	9,600.00
14111507-PP-C02	ream	Multi-Purpose (COPY) Legal, 70gsm	60	183.00	10,980.00
44121506-EN-X01	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box	6	1,107.00	6,642.00
OSD-112-311	box	Ballpen, black, 25pcs/box	15	125.00	1,875.00
44121708-MP-B01	pc	MARKER, PERMANENT, bullet type, black	60	13.25	795.00
14111514-NP-S02	pad	NOTE PAD, STICK ON, 50mm x 76mm (2"x3") min, 100 sheets per pad	5	24.00	120.00
14111514-NP-S03	pad	NOTE PAD, STICK ON, 76mm x 76mm (3"x3") min, 100 sheets per pad	5	28.00	140.00
14111514-NP-S04	pad	NOTE PAD, STICK ON, 76mm x 100mm (3" x 4") min, 100 sheets per pad	5	32.00	160.00
44121618-SS-S01	pair	SCISSORS, symmetrical, blade length: 65mm min	2	60.00	120.00
44111515-DF-B01	pc	DATA FILE BOX, made of chipboard, with closed ends	10	110.00	1,100.00
OSD-112-355	pc	Correction tape, 3mm	10	17.00	170.00
OSD-112-324	pc	Highlighter	10	20.00	200.00
OSD-112-278	pc	Sign pen, black, Test Good	60	15.00	900.00
44122104-PC-J02	box	PAPER CLIP, vinyl/plastic coated, length:50mm min, 100 pieces per box	15	21.00	315.00
26111702-BT-A02	pck	BATTERY, Dry Cell, AA, 2 pieces per blister pack, Kingever	60	29.00	1,740.00
26111702-BT-A01	pck	BATTERY, Dry Cell, AAA, 2 pieces per blister pack, Kingever	60	29.00	1,740.00
				<b>Total</b>	<b>36,597.00</b>

**(Total Amount in Words): Thirty-Six Thousand Five Hundred Ninety-Seven 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

\_\_\_\_\_  
Date

Very truly yours, Mariano Marcos State University  
 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. : \_\_\_\_\_

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

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