



# PURCHASE ORDER

## MARIANO MARCOS STATE UNIVERSITY

City of Batac 2906 Ilocos Norte

Supplier : NH ROVI'S GENERAL MERCHANDISE Address : City of Batac TIN : 192-453-120-000	P.O. No. : 07308603-2021-11-730 Date : November 29, 2021 Mode of Procurement: NP-Small Value
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Gentlemen: PR No. 2021-08-137 (07308603) - Shallot (N.Legaspi)  
 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
OSD-112-117	ream	Bond paper, letter size, 80gsm	20	190.00	3,800.00
44121708-MP-B01	pc	Marker, permanent, black, HBW	20	18.00	360.00
44121708-MP-B02	pc	Marker, permanent, blue, HBW	20	18.00	360.00
OSD-112-323	pc	Expanding folder, long	20	12.00	240.00
OSD-112-025	unit	Laminating machine, A3	1	4,000.00	4,000.00
<b>Total</b>					<b>8,760.00</b>

**(Total Amount in Words):** Eight Thousand Seven Hundred Sixty 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,  
 BY AUTHORITY OF THE PRESIDENT

**SHIRLEY C. AGRUPIS**  
 President  
**PRIMA FER. FRANCO**  
 Vice President for Academic Affairs  
 026

Fund Cluster : 07308603

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

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

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: 12/7/2021

Amount : ₱ 8,760.-