

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



Supplier : <b>NOVELTY ENTERPRISES</b> Address : City of Batac TIN : 110-555-521-000	P.O. No. : 01101101-2022-02-101 Date : February 11, 2022 Mode of Procurement: NP-Small Value
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Gentlemen: PR No. 2022-01-006 (01101101) - BS Psychology/M.Alimbuyuguen  
 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-112-237	roll	Tape, double-sided, white, 1"	10	25.00	250.00
OSD-112-062	pc	Ballpen, black	50	5.00	250.00
OSD-112-064	pc	Ballpen, red	25	5.00	125.00
OSD-112-065	pc	Ballpen, blue	25	5.00	125.00
44121905-SP-F01	pc	Stamp pad, felt, bed dimension: 60mmx100mm min	3	45.00	135.00
31201610-GL-J01	jar	Glue, all purpose, gross weight: 200g min.	3	45.00	135.00
44122105-BF-C04	box	Clip, backfold, all metal, clamping: 50mm (- 1mm), 12pcs/bx	6	65.00	390.00
44121801-CT-R01	pc	Correction tape, film base type, UL 6m min	5	18.00	90.00
44111515-DF-B01	pc	Data file box, made of chipboard, with closed ends	15	100.00	1,500.00
44121615-ST-S01	pc	Stapler, standard type, 200 staples min	1	150.00	150.00
44121619-PS-M01	pc	Pencil sharpener, manual, single cutter head	1	285.00	285.00
44121618-SS-S01	pair	Scissors, symmetrical, blade length: 65mm min	3	60.00	180.00
PPS-181-061	btl	Ink, Epson 003, magenta, with Epson genuine seal	4	295.00	1,180.00
PPS-181-062	btl	Ink, Epson 003, cyan, with Epson genuine seal	4	295.00	1,180.00
PPS-181-063	btl	Ink, Epson 003, yellow, with Epson genuine seal	4	295.00	1,180.00
PPS-181-064	btl	Ink, Epson 003, black, with Epson genuine seal	12	295.00	3,540.00
				<b>Total</b>	<b>10,695.00</b>

**(Total Amount in Words): Ten Thousand Six Hundred Ninety-Five Pesos Only**



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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 \_\_\_\_\_

Mariano Marcos State University  
**BY AUTHORITY OF THE PRESIDENT**

Very truly yours,  
  
**PRIMA F. R. FRANCO**  
 Vice President for Academic Affairs

**SHIRLEY C. AGRUPIS**  
 President

Fund Cluster : 01101101	ORS/BURS No. : _____
Funds Available : _____	Date of the ORS/BURS: _____
 <b>IMELDA C. CORPUZ</b> Chief, Accounting Office	Amount : _____