

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



Supplier : <b>HRB OFFICE SUPPLIES AND EQUIPMENT TRADING</b> Address : City of Batac TIN : 926-512-142-00000	P.O. No. : 07308603-2022-11-737 Date : November 16, 2022 Mode of Procurement: NP-Small Value
---	--

Gentlemen: PR No. 2022-09-180 (07308603) - CHED UPSCYLE/C.Lim  
 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 15 calendar days upon receipt of P.O.	Delivery Term : FOB Destination Payment Term : N/30
--	--

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
14111507-PP-C02	ream	Bond paper, legal, 8.5x13	8	195.00	1,560.00
14111507-PP-C01	ream	Bond paper, A4	8	185.00	1,480.00
OSD-112-117	ream	Bond paper, medium, 8.5x11	8	170.00	1,360.00
OSD-112-278	piece	Signpen, black, 0.5, My gel	25	22.00	550.00
OSD-112-276	piece	Signpen, red, 0.5, My gel	25	22.00	550.00
OSD-112-275	piece	Signpen, blue, 0.5, My gel	25	22.00	550.00
44121615-ST-S01	piece	Stapler, #35, HBW	3	115.00	345.00
31151804-SW-S01	box	Staple wire, #35, 1000s/box	3	38.00	114.00
44101602-PU-P01	piece	Puncher, heavy duty, 2-hole, HBW	2	195.00	390.00
44122118-FA-P01	box	Paper fastener, plastic, 50/box	3	38.00	114.00
31201503-TA-M01	roll	Tape, masking, 1in, 50m	5	80.00	400.00
OSD-112-005	piece	Calculator, scientific, FX95MS	2	890.00	1,780.00
OSD-112-590	box	Binder, black, 25pcs/box, size 32	8	100.00	800.00
OSD-112-591	box	Binder, black, 25pcs/box, size 25	8	100.00	800.00
OSD-112-592	box	Binder, black, 25pcs/box, size 51	8	150.00	1,200.00
OSD-112-588	pack	PVC binding Cover, long, 10s per pack	10	58.00	580.00
OSD-112-589	pack	B-Board paper, white, long 10pcs/pack	15	45.00	675.00
OSD-112-156	pack	Sticker paper A4, 20s/pck	8	88.00	704.00
				<b>Total</b>	<b>13,952.00</b>

**(Total Amount in Words): Thirteen Thousand Nine Hundred Fifty-Two 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:

*Bonnie Tabor*  
**Bonnie Tabor**  
 09154267048

Signature over Printed Name of Supplier

**DEC 23 2022**

Date

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

**SHIRLEY C. AGRUPIS**  
 President PRIMA FERRER FRANCO  
 Vice President for Academic Affairs  
 19 DEC 2022

Fund Cluster : 07308603 Funds Available : _____ <div style="text-align: center; margin-top: 10px;"> <b>IMELDA C. CORPUZ</b>                      Chief, Accounting Office                 </div>	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____
--	---