

**PURCHASE ORDER**  
**MARIANO MARCOS STATE UNIVERSITY**

City of Batac 2906 Ilocos Norte



Supplier : <b>HRB OFFICE SUPPLIES AND EQUIPMENT TRADING</b>	P.O. No. : 07308603-2022-12-878
Address : City of Batac	Date : December 27, 2022
TIN : 926-512-142-00000	Mode of Procurement: NP-Small Value

Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:  
 PR No. 2022-10-211 (07308603) - NICER I/N.Legaspi

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
44121708-MP-B01	piece	Permanent marker, black, Pilot	20	39.00	780.00
44121708-MP-B02	piece	Permanent marker, blue, Pilot	20	39.00	780.00
44121708-MP-B03	piece	Permanent marker, red, Pilot	20	39.00	780.00
44121708-MW-B01	piece	Whiteboard marker, black	20	26.00	520.00
44121708-MW-B02	piece	Whiteboard marker, blue	20	26.00	520.00
44121708-MW-B03	piece	Whiteboard marker, red	20	26.00	520.00
OSD-112-513	piece	Record book, 500 pages	10	94.50	945.00
OSD-112-070	piece	Binding Tape (1"), black	10	95.00	950.00
OSD-112-611	piece	Binding Tape (2"), black	10	95.00	950.00
OSD-112-410	piece	Expanding Folder, long	50	18.00	900.00
OSD-112-624	piece	Ring Binder, 32mm	20	30.00	600.00
OEQ-109-032	unit	Ring Binder Machine, 6mm - 19mm	1	10,000.00	10,000.00
OSD-112-278	piece	Sign Pen, black, Pilot	20	75.00	1,500.00
OSD-112-275	piece	Sign Pen, blue, Pilot	20	75.00	1,500.00
				<b>Total</b>	<b>21,245.00</b>

**(Total Amount in Words): Twenty-One Thousand Two Hundred Forty-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

JAN 05 2023

Date

Very truly yours,

  
 PRIMA FER. FRANCO  
 Vice President for Academic Affairs

**SHIRLEY C. AGRUPIS**  
 President

Fund Cluster : 07308603

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

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

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

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

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