


**PURCHASE ORDER
DILG REGION 1**

SUPPLIER: MSN Consumer Goods Trading		Purchase Order No. 2023-04-117			
Address : <u>City of San Fernando, La Union</u>		Date : MARCH 23, 2023 <i>h</i>			
TIN : _____		Mode of Procurement : _____			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : _____		Delivery Term : _____			
Date of Delivery: 15 working days		Payment Term : _____			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	rms	A4 Bond Paper (subs 20, 80 gsm	30	270.00	8,100.00
2	pc	Portable printer (WF100, Builtin battery, wireless connection)	1	18,500.00	18,500.00
3	rolls	Scotch tape 2inches	10	45.00	450.00
4	rolls	Scotch tape 1 inch	10	35.00	350.00
5	rolls	Masking tape 2 inches	10	35.00	350.00
6	rolls	Masking tape 1 inch	10	89.00	890.00
7	rolls	Duct tape 1 inch	5	65.00	325.00
8	rolls	Packaging Tape	5	45.00	225.00
9	rolls	Souble sided tape 1 inch	10	35.00	350.00
10	box	Paper clip (50mm colored plastic)	11	40.00	440.00
11	pcs	Correction tape (15m)	45	42.00	1,890.00
12	pcs	Cutter (big durable)	10	54.00	540.00
13	box	Binder Clip (3/4 inch)	47	40.00	1,880.00
14	box	Binder Clip (1 inch)	50	50.00	2,500.00
15	pcs	Sign Pen (0.5 black)	30	65.00	1,950.00
16	pcs	Sign Pen (0.5 red)	30	65.00	1,950.00
17	pcs	Sign Pen (0.5 blue)	30	65.00	1,950.00
18	packs	Post-it Note(3 x 1 inches colored assorted, pack of 3)	4	55.00	220.00
19	bot	Stamp Pad ink (type trodat, color black)	1	320.00	320.00
20	bot	Epson ink 664 - black	10	350.00	3,500.00
21	bot	Epson ink 003 - black	30	280.00	8,400.00
22	bot	Dishwashing liquid - 2 liters	10	75.00	750.00
23	pcs	Scotch brite (smoth and rough side by side)	5	115.00	575.00
24	pcs	Garbage bag (big)	5	120.00	600.00
25	pack	Tissue (2 ply, 12pcs per pack)	10	110.00	1,100.00
		TOTAL			58,105.00
Total Amount in Words:		Fifty Eight Thousand One hundred five pesos			
<p>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.</p>					
Conforme:		Very truly yours,			
<u>MARY ROSA</u> Signature over Printed Name of Supplier <u>5-3-23</u> Date		 AGNES A. DE LEON, CESO V Signature over Printed Name of Authorized OIC-Regional Director Designation			
Fund Cluster : _____		ORS/BURS No. : _____			
Funds Available : _____		Date of the ORS/BURS: _____			
<u>MERCEDES C. LLANES</u> Signature over Printed Name of Chief Budget Officer		Amount : _____			