



Republic of the Philippines
MINDORO STATE UNIVERSITY

Main Campus
 Alcate, Victoria, Oriental Mindoro

COMMISSION ON AUDIT
 TEAM INSCAT OR MINDORO
RECEIVED
 FEB 09 2022
del

PURCHASE ORDER

Supplier : HIRAMS' SUPPLY WHOLESALING
 Address : City Walk, Sto Niño, Calapan City
 TIN : 408-194-796-000

P.O. No. : TF-2021-14
 Date : 12-28-21
 Mode of Procurement : Small Value Procurement

Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : MinSU
 Date of Delivery : _____
 Delivery Term : 30 days
 Payment Term : cheque

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	boxes	Binder clips 1"	10	26.00	260.00
2	boxes	Binder clips 2"	10	84.00	840.00
3	pieces	Brown envelope (short)	200	2.00	400.00
4	pieces	Certificate holder (short)	50	43.00	2,150.00
5	boxes	Chalk-dustless	50	76.00	3,800.00
6	pieces	Clear folder (long)	50	21.00	1,050.00
7	pieces	Clear folder (short)	50	20.00	1,000.00
8	boxes	Colored Chalk	100	17.00	1,700.00
9	reams	Colored paper	4	245.00	980.00
10	pieces	Correction tape	30	43.00	1,290.00
11	reams	Coupon bond A4 Subs 20	90	199.00	17,910.00
12	reams	Coupon bond Long Subs 20	90	225.00	20,250.00
13	reams	Coupon bond Short Subs 20	90	190.00	17,100.00
14	pieces	Cutter	5	39.00	195.00
15	rolls	Double sided tape 3/4	10	32.00	320.00
16	pieces	Expanded envelope	30	17.00	510.00
17	pieces	Epson ink #664 (B)	20	312.00	6,240.00
18	sets	Epson ink #664 (C/M/Y)	10	1,050.00	10,500.00
19	reams	Folder Long 16pts 100/reams	2	1,025.00	2,050.00
20	bottles	Glue Big 130g	5	59.00	295.00
21	pieces	Logbook	15	119.00	1,785.00
22	box	Mailing envelope (Long-white)	1	448.00	448.00
23	boxes	Paper clips (B)	20	26.00	520.00
24	boxes	Paper clips (Small)	20	14.00	280.00

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:

DOMINADOR M. MAPOY
 Signature over Printed Name of Supplier
FEB 09 2022
 Date

Very truly yours,

LEVY B. ARAGO JR., Ph.D.
 University President

Fund Cluster : TF-FDU (LAW HS)
 Funds Available : _____
MARIA CRISTINA D. SISCAR, CPA
 Accountant III

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____

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