PURCHASE ORDER

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| | |
|---|---|
| **Supplier :** ALEJANDRA ENTERPRISE<br>**Address :** Tuguegarao City, Cagayan<br>**TIN :** 304 172 281 000 | **P.O. No. :** 2025-09-71<br>**Date :** 9-12-25<br>**Mode of Procurement :**<br>**PR No./s:2025-** |

Gentlemen:

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

| | |
|---|---|
| **Place of Delivery :**<br>**Date of Delivery :** | **Delivery Term :**<br>**Payment Term :** |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|---|---|---|---|---|---|
| | UNIT | All in one Desktop Computer | 1 | 89,990 | 89,990.00 |
| | | Specs. 11th gen intel Core i7-1165g7 @ 2.80ghz, 8.00 ram, 64 bits OS, Windows 11 | | | |
| | PCS | Steel Cabinet | 1 | 14,995 | 14,995.00 |
| | | | | TOTAL: | 104,985.00 |

**(Total Amount in Words)** *One hundred four thousand nine hundred eighty-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:

ALEJANDRA ENTERPRISE
Signature over Printed Name of Supplier

ALEJANDRA ENTERPRISES
"QUALITY NEED NOT BE EXPENSIVE"

Date

Very truly yours,

DANTE DEXTER A. AGATEP
Municipal Mayor

Designation

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sanggunian Resolution No.:

Certified Correct:

Secretary to the Sanggunian

Date