



Republic of the Philippines
 Department of Environment and Natural Resources
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
 San Juan, Southern Leyte
PURCHASE ORDER

Supplier: M & K MERCHANDISING
 ST. BERNARD SO. LEYTE

Purchase Order No. 2020-12-41
 Date: DECEMBER 4, 2020

Gentlemen:

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

Place of Delivery: _____ Date of Delivery: _____

Delivery Term: _____

Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	RMS.	BOND PAPER A4	24	210.00	5,040.00
	RMS.	BOND PAPER F4	24	215.00	5,160.00
	PCS.	SIGNPEN	24	25.00	600.00
	PCS.	CORRECTION TAPE	50	25.00	1,250.00
	GAL.	HANDWASHING LIQUID	4	250.00	1,000.00
	PACK	DETERGENT POWDER	100	6.00	600.00
	BTL.	RUBBING ALCOHOL	50	120.00	6,000.00
	LTRS.	ZONROX	12	55.00	660.00
	TIN	INK BLACK	24	340.00	8160.00
	PCS.	FOLDER LONG	250	4.95	1,237.50
	PCS.	PENCIL	12	7.00	84.00
	TIN	AIR FRESHENER	6	240.00	1,440.00
	RLS.	MASKING TAPE 1 INCH	12	40.00	480.00
	BXS.	PAPER FASTENER PLASTIC	12	40.00	480.00
	JAR	PASTE	4	40.00	160.00
	PCS.	BALLPEN	50	4.75	237.50
	PCS/ RLS.	BULD LED	12	130.00	1,560.00
	RLS.	SCOTCH TAPE	12	20.00	240.00

P34,389.00

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.

Conform: M & K MERCHANDISING.
 Signature over Printed Name of Supplier

Date

Very truly yours,

MARCIALITO G. TORRES, SR.
 CENR OFFICER

Fund Cluster: 101

Funds Available: P 34,389.00
 LEONIL SI LIGAD
 Chief Accountant

ORS/BURS NO. 2020-12-1943
 Date of the ORS/BURS 12/30/2020
 Amount: P34,389.00

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