



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

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

Purchase Order No. 2023-03-010

Date: 3/7/2023

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	65	240.00	15,600.00
	PCS.	BALLPEN	100	7.00	700.00
	PCS.	CORRECTION TAPE	50	30.00	1,500.00
	PCS.	SIGNPEN	13	320.00	4,160.00
	PCS.	FOLDER LONG	500	6.00	3,000.00
	SHEET	SPECIAL PAPER	60	5.00	300.00
	SET	INK BROTHER	2	1,900	3,800.00
	TIN.	AIR FRESHENER	6	375.00	2,250.00
	PCS.	STABILOBOS	24	45.00	1,080.00
	RLS.	SCOTCHTAPE 1 INCH	50	40.00	2,000.00
	RLS.	MASKING TAPE 1 INCH	10	40.00	400.00
	DZ.	PENCIL MONGOL	2	120.00	240.00
	BXS.	RUBBER BAND	2	185.00	370.00
	JAR.	ELMERS GLUE	10	50.00	500.00
	PCS.	MOUSE	8	175.00	1,400.00
	BXS.	STAPLE WIRE NO. 35	20	60.00	1,200.00
	RLS.	ELECTRICAL TAPE	4	25.00	100.00
	PCS.	BROOM TAMBOO	6	75.00	450.00
	BXS.	PAPER CLIP	15	25.00	375.00
					P39,425.00

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.

Very truly yours,

Conform : M AND K MERCHANDISING
Signature over Printed Name of Supplier

Date _____

ALLEN S.J. CEBUANO
PENR OFFICER

Fund Cluster: X1

Funds Available: 39,425
LEONIL S. LIGAD
Chief Accountant

ORS/BURS NO. 01-10101-2023-03-0272
Date of the ORS/BURS 3/27/2023
Amount: 39,425

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