



Republic of the Philippines

Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100

Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618

426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491

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11/23

Standard Form Number: SF-GOODS-58

Revised on: May 24, 2004

PURCHASE ORDER

Supplier/s: GOODLINKS STAFFER, GEN. MERCHANDISE & MAINTENANCE SERVICES	PhilGeps Cert. No.: 2009-55523
Address: 12 J. Legaspi Towers 300 # 2600 Roxas Blvd., Malate, Manila	P.O. No.: 2017-11-00338
E-mail Address:	Date: Nov. 16, 2017
Tel. Nos.: 401-8939	Mode of Procurement: Shopping
Fax No.: 524-6396	
TIN: 200-325-731-002	

Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained therein

Place of Delivery: DENR Central Office Warehouse
Delivery Term: During office hours, 8:00AM to 5:00PM, Monday to Friday
Date of Delivery: Within 10 CD upon receipt hereof
Payment Term: Gov't terms

STOCK NO.	UNIT	DESCRIPTION	QTY.	UNIT COST	AMOUNT
	units	Lateral File Cabinet 4 drawers : beige color 900w x 450d x 158H cm	2	14,000.00	28,000.00
End-User: ASEC Staff Bureau					

(Total amount in words): Twenty Eight Thousand Pesos only ----- **P28,000.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Very truly yours,

GAO C. MARTINEZ, JR.
 Assistant Secretary for Special Concerns
 Director, Administrative Service in Concurrent Capacity

Conforme:

LUNETTE M. NOSTANTE
 Signature over printed name of supplier
 November 29, 2017
 Date
 FOR THE CHIEF ACCOUNTANT III

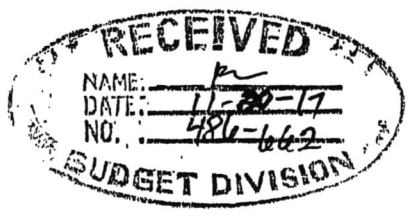
Funds Available:

NENITA L. DE LEON
 Chief Accountant III

ALOB No.: 2017-11-6293
Amount: P 28,000.00
CERTIFIED PHOTOCOPY:

2017-12-17

203 172



BUDGET DIVISION
ANNA GENALIN D. PAPINA
 OIC Chief, Supply Mgt. Section (SMS), PSMD
 2017-11-01
 2017-11-04333
 10-001-01-00000-05.04
 10 2003030100001
 11/21/17



OBLIGATION REQUEST AND STATUS

Department of Environment and Natural Resources

Entity Name

Serial No.: 02-101101-2017-11-06333

Date: 21-Nov-17

Fund:Cluster: 01

Payee:	GOODLINKS STAFFER, GEN. MERCHANDISE & MAINTENANCE SERVICES
Office:	N/A
Address:	12 J. Legaspi towers 300 # 2600 Roxas Blvd., Malate, Manila

Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
10-001-01-00000-05-04	To obligate payment of two units Lateral file cabinet as per PO No. 2017-11-00338 dated November 16, 2017.	162003030100001	50203220 01	28,000.00
	01-101-101			
	<i>[Signature]</i>			
	Total:			28,000.00

A. Certified Charges to appropriation/allotment are necessary, lawful and under my direct supervision, and supporting documents valid, proper and legal.

Signature: *[Signature]*
 Printed Name: NONITA S. CAGUIOA
 Position: ASEC for Staff Bureaus
 Head, Requesting Office/Authorized Representative

Date: _____

B. Certified Allotment available and obligated for the purpose/adjustment of nessecary as indicated above

Signature: *[Signature]*
 Printed Name: CHRISTINA F. ZABALA
 Position: Chief, FASP Section
 Head, Requesting Office/Authorized Representative

Date: NOV 22 2017

C. STATUS OF OBLIGATION							
Reference			Amount			Balance	
Date	Particulars	ORS/JEV/Check/ADA/TRA No.	Obligation	Payable	Payment	Not yet Due	Due and Demandable
			(a)	(b)	(c)	(a-b)	(b-c)
21-Nov-17	ORS	02-101101-2017-11-06333	28,000.00				

CERTIFIED PHOTOCOPY:

[Signature]
 ANNA GENALIN D. PAPINA
 OIC Chief, Supply Mgt. Section (SMS), PSMD

ABSTRACT OF QUOTATION

Requisitioning/End-user Office : Office of the Assistant Secretary for Staff Bureau
 PR No. 2017-08-2305 Dated : 08-10-17

RFQ No. : 2017-11-441

Item/ Description	GOODLINKS STAFFERS		OFFICE REPUBLIC		JECAMS ENT	
	unit price	total amount	unit price	total amount	unit price	total amount
2 units Lateral File Cabinet 4 drawers : beige color	14,000.00	28,000.00	15,000.00	30,000.00	15,500.00	31,000.00

This is to certify that the need for these requirement/s as evidenced by a canvass/quotation herein attached and for which the undersigned recommend / award to the quoted price of GOODLINKS STAFFERS, GEN. MDSE & MAINT. SERVICES in the amount of P28,000.00

Recommending Approval:

[Signature]
NONITA S. CAGUIOA
 Staff Secretary for Staff Bureaus

Approved By :
[Signature]
GALO C. MARTINEZ, JR.
 Assistant Secretary for Special Concerns
 Director, Administrative Service in concurrent capacity

CERTIFIED PHOTOCOPY:

ANNA GENALIN D. PAPINA
 OIC Chief, Supply Mgt. Section (SMS), PSMD