

SUPREME COURT OF THE PHILIPPINES
PROPERTY DIVISION - OCA



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

RECEIVED
OCT 15 2018
BY: _____
TIME: _____

PURCHASE ORDER

Supplier: Metroshoppers Trading Inc. 3890A Araro St., Palanan, Makati City			P.O. No.: LC-285-2018			
Tel No: 501-4190 Fax No.: 555-1665 TIN:			P.O. Date: Sept. 19, 2018 Mode of Procurement: Shopping			
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contain herein.						
Place of Delivery: SUPREME COURT OF THE PHILIPPINES Manila			Delivery Term:			
Date of Delivery: Within thirty (30) calendar days from receipt hereof.			Payment Term: Thirty (30) days credit.			
No.	Stock No.	Unit	DESCRIPTION	QTY.	Unit Price	Amount
1		pc	Stapler, ordinary - loading capacity: 200 staples (min.) (see attached specifications)	240	Php105.50	Php25,320.00
2		pc	Numbering machine (8 digits)	96	1,340.00	128,640.00
ONE HUNDRED FIFTY THREE THOUSAND NINE HUNDRED SIXTY PESOS ONLY						Php153,960.00

P. R. No. 214

PURPOSE: For issuance to newly created courts - RTC-FC.
NOTE: Original authority attached to P. O. No. LC-284-2018 under MCSA Marketing.

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

Conforme:
Eclair/Leano
Signature over printed name of Supplier
OCT - 29, 2018
Date

Very truly yours,
CARIDAD A PABELLO
OCA Chief of Office
Office of the Administrative Services

Fund Available: <u>Marietta R. Esdrelon</u> MARIETTA R. ESDRELON SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>FC 10182022</u> Amount <u>₱ 153,960 -</u>
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