



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

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**PURCHASE ORDER**

Supplier: <b>BOC'S Trading Co. Inc.</b> 264-66 San Vicente St. Mezzanine Binondo, Manila			P.O. No.: <b>LC-089-2019</b> P.O. Date: <b>April 2, 2019</b> Mods of Procurement: <b>Shopping</b>			
Tel No: <b>241-2976; 241-2981</b> Fax No.: <b>241-2977</b> TIN:						
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contain herein.						
Place of Delivery: <b>SUPREME COURT OF THE PHILIPPINES</b>			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		bx	Envelope, Mailing w/o window, 70 gsm, 500 pcs/bx (see attached specifications)	180	Php210.00	Php37,800.00
2		pc	Pen, sign, 0.5mm needle tip, color: black, blue, red; 12/pcs/bx; liquid or gel	288	17.50	5,040.00
<b>FORTY TWO THOUSAND EIGHT HUNDRED FORTY PESOS ONLY</b>						<b>Php42,840.00</b>

**P. R. No. 093**

PURPOSE: For issuance to lower courts - FC, Region 3.

NOTE: Original authority attached.

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:

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Signature over printed name of Supplier  
  
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Date

Very truly yours,

*[Signature]*  
**MARIA ROSARIO A. LABUGUEN**  
OCA Assistant Chief of Office  
Office of the Administrative Services, OCA

Fund Available:  <i>[Signature]</i> <b>MARIETTA R. ESDRELON</b> SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>FC 04192572</u>  Amount <u>42,840-</u>
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