



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

70-3  
 Page 1 of 1  
 SUPREME COURT OF THE PHILIPPINES  
 PROPERTY DIVISION - OCA

**RECEIVED**  
 APR 15 2019  
 BY: *[Signature]*  
 TIME: 8:45

**PURCHASE ORDER**

Supplier: <b>BOC'S Trading Co, Inc.</b> 264-66 San Vicente St. Mezzanine Binondo, Manila		P.O. No.: LC-091-2019 P.O. Date: April 2, 2019 Mode of Procurement: <p style="text-align: center;"><b>Shopping</b></p>				
Tel No: 241-2976; 241-2981 Fax No.: 241-2977 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)	215	Php210.00	Php45,150.00
2		pc	Pen, sign, 0.5mm needle tip, color: black, blue, red; 12/pcs/bx; liquid or gel	368	17.50	6,440.00
<b>FIFTY ONE THOUSAND FIVE HUNDRED NINETY PESOS ONLY</b>						<b>Php51,590.00</b>

**P. R. No. 094**

PURPOSE: For issuance to lower courts - MTCC, 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:

\_\_\_\_\_  
 Signature over printed name of Supplier

\_\_\_\_\_  
 Date

Very truly yours,

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

Fund Available: <p style="text-align: center;"><i>[Signature]</i>  <b>MARIETTA R. ESDRELON</b>                  SC Chief Judicial Staff Officer                  Budget Division-FMO, OCA</p>	ALLOBS NO: <u>MTCC 04192068</u> Amount <u>₱ 51,590</u>
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