



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

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PURCHASE ORDER

Supplier: Metro Paper Converter Phils. Corp. Metro Business Park Stuttgart St. San Andres, Cainta, Rizal			P.O. No.: LC-229-2019			
Tel No: 470-1178 Fax No.: 470-1178 TIN:			P.O. Date: July 19, 2019			
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contain herein.			Mode of Procurement: Shopping			
Place of Delivery: SUPREME COURT OF THE PHILIPPINES			Delivery Term:			
Date of Delivery: Within sixty (60) calendar days from receipt hereof.			Payment Term: Thirty (30) days credit.			
No.	Stock No.	Unit	DESCRIPTION	QTY.	Unit Price	Amount
1		bx	Accountable Form No. 51, E-payment, 7 1/3 x 6 1/2, 4 ply carbonless, 1,000 sets/bx (as per sample)	200	Php1,313.00	Php262,600.00
TWO HUNDRED SIXTY TWO THOUSAND SIX HUNDRED PESOS ONLY						Php262,600.00

P. R. No. 242

PURPOSE: For issuance to lower courts - MeTC.

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
JULY 30, 2019
Date

Very truly yours,

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

Fund Available: <i>Intendul</i> MARIETTA R. ESDRELON SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>METU0719 2338</u> Amount <u>₱ 262,600.00</u>
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