SUPREME COURT OF THE PHIL
PROPERTY DIVISION - OCA
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TIME: 10:00

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

PURCHASE ORDER

Supplier : **Quartz BusinessProducts Corporation** **910 Cityland 10 Tower I, Ayala Avenue** **Makati City** Tel No: **815-1466 loc. 125** Fax No.: **815-1466** TIN:	P.O. No.: **LC-303-2019** P.O. Date: **October 7, 2019** 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** Date of Delivery: Within thirty (30) calendar days from receipt hereof.	Delivery Term: Payment Term: Thirty (30) days credit.

No.	Stock No.	Unit	DESCRIPTION	QTY.	Unit Price	Amount
1		pcs	Toner Cartridge, HP-30X	100	Php4,626.00	Php462,600.00
						-
						-
						-
						-
						-
						-
						-
						-
FOUR HUNDRED SIXTY TWO THOUSAND SIX HUNDRED PESOS ONLY						Php462,600.00

P. R. No. 298

PURPOSE: For issuance to lower courts - RTC.

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

Oct. 16, 2019
Date

Very truly yours,

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

Fund Available: **MARIETTA R. ESDRELON** SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: RTC 1619284 Amount ₱462,600.00

/mdaa