



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

137 SUPREME COURT OF THE PHILIPPINES
PROPERTY DIVISION - OCA
DEC 18 2019
BY: [Signature]
TIME: 3:00

PURCHASE ORDER

Supplier : MCSA Marketing 446 Godisco Bldg. San Fernando St. Binondo, Manila			P.O. No.: LC-337-2019			
Tel No: 710-17-87 Fax No.: 986-98-40 TIN:			P.O. Date: December 10, 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 thirty (30) calendar days from receipt hereof.			Payment Term: Thirty (30) days credit.			
No.	Stock No.	Unit	DESCRIPTION	QTY.	Unit Price	Amount
1		bx	Mailing Envelope (500pc/box)	469	Php232.00	Php108,808.00
			Color: white			-
			Quality: bondpaper			-
			Basis weight: at least 70 gsm			-
ONE HUNDRED EIGHT THOUSAND EIGHT HUNDRED EIGHT PESOS ONLY						Php108,808.00

P. R. No. 331

PURPOSE: For issuance to lower courts - MCTC.

NOTE: Original authority attached to P. O. No. LC-334-2019 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:

[Signature]
PREVIOUS CHING
Signature over printed name of Supplier

JAN 14, 2020
Date

Very truly yours,

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

Fund Available: <u>[Signature]</u> MARIETTA R. ESDRELON SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>MCTC 12192356</u> Amount <u>₱ 108,808.00</u>
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