



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

12-3  
SUPREME COURT OF THE PHILIPPINES  
PROPERTY DIVISION - OCA  
**RECEIVED**  
DEC 20 2019  
BY: [Signature]  
TIME: 10:30

**PURCHASE ORDER**

Supplier :  <b>BOC'S Trading Co. Inc.</b> 264-66 San Vicente St. Mezzanine Binondo, Manila		P.O. No.: <b>LC-342-2019</b>				
Tel No: 241-2976; 241-2981 Fax No.: 241-2977 TIN:		P.O. Date: <b>December 18, 2019</b>				
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contain herein.		Mode of Procurement :  <b>Shopping</b>				
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		pc	Sign Pen, Liquid gel	584	Php17.50	Php10,220.00
2		bx	Fastener, Metal	361	35.00	12,635.00
3		pad	Paper, Ruled Pad	363	18.50	6,715.50
4		pc	Pen Marking Permanent	353	8.50	3,000.50
5		box	Pencil Lead with eraser (12/pcs/bx)	81	66.00	5,346.00
6		rl	Tape transparent, 1"	486	12.50	6,075.00
7		pad	Stamp Pad #2	131	13.50	1,768.50
8		pc	Highlighter	147	11.40	1,675.80
<b>FORTY SEVEN THOUSAND FOUR HUNDRED THIRTY SIX PESOS AND 30/100 ONLY</b>						<b>Php47,436.30</b>

**P. R. No. 337**

PURPOSE: For issuance to lower courts - MTC.

NOTE: Original authority attached to P.O. No. LC-340-2019 under Boc's Trading Co. Inc.

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]  
 Signature over printed name of Supplier  
 Date: 12-26-19

Very truly yours,

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

Fund Available:  <u>[Signature]</u> <b>MARIETTA R. ESDRELON</b> SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>MTC 12192191</u> Amount: <u>₱ 47,436.30</u>
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