



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

SUPREME COURT OF THE PHILIPPINES  
PROPERTY DIVISION - OCA

**RECEIVED**  
OCT 15 2018

**PURCHASE ORDER**

BY: \_\_\_\_\_  
TIME: \_\_\_\_\_ 1:20

Supplier:		Metroshoppers Trading Inc. 3890A Araro St., Palanan, Makati City			P.O. No.: LC-307-2018	
Tel No: 501-4190 Fax No.: 555-1665 TIN:					P.O. Date: Sept. 26, 2018 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 Manila				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	Stapler, ordinary - loading capacity: 200 staples (min.) (see attached specifications)	200	Php105.50	Php21,100.00
2		pc	Numbering machine (6 digits)	80	1,340.00	107,200.00
ONE HUNDRED TWENTY EIGHT THOUSAND THREE HUNDRED PESOS ONLY						Php128,300.00

**P. R. No. 214**

PURPOSE: For issuance to newly created courts - RTC.

NOTE: Original authority attached to P. O. No. LC-264-2018 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:

*Ernie LEANO*  
Signature over printed name of Supplier  
  
OCT-29, 2018  
Date

Very truly yours,

*Caridad PABELLO*  
CARIDAD PABELLO  
OCA Chief of Office  
Office of the Administrative Services

Fund Available:	<i>Marietta R. Esdrelon</i> MARIETTA R. ESDRELON SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>RTC 10182018</u>
		Amount <u>₱ 128,300</u>