



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

Prepared by: LUZ

OBLIGATION REQUEST

No. MTCC12182294

Payee	LJB PRINTING SERVICES			LC-356-2018
Office				12/11/2018
Address				
Responsibility Center	Particulars	F.P.P.	Account Code	Amount
	PAYMENT OF 200 DOCKET BOOKS, CRIMINAL 250 PAGES	301030000	50203010-00	110,000.00
Total				110,000.00

A. Certified

Charges to appropriation/allotment necessary, lawful and under my direct supervision

Supporting documents valid, proper and legal

B. Certified

Existence of available appropriation

Signature _____

Printed Name _____

Position _____

Head, Requesting Office/Authorized Representative

Date _____

Signature *Marietta R. Esdreton*

Printed Name **MARIETTA R. ESDRELON**

Position **SC Chief Judicial Staff Officer**
Budget Division, FMO

Date _____



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

Prepared by: LUZ

OBLIGATION REQUEST

No. HTCC12192294

Payee	LJB PRINTING SERVICES			LC-356-2019
Office				12/11/2019
Address				
Responsibility Center	Particulars	F.P.P.	Account Code	Amount
	PAYMENT OF 200 DOCKET BOOKS, CRIMINAL 250 PAGES	301930000	50203010-00	110,000.00
Total				110,000.00

A. <input type="checkbox"/> Certified <input type="checkbox"/> Charges to appropriation/allotment necessary, lawful and under my direct supervision <input type="checkbox"/> Supporting documents valid, proper and legal		B. <input type="checkbox"/> Certified Existence of available appropriation	
Signature		Signature	<i>Marietta R. Esdrelon</i>
Printed Name		Printed Name	MARIETTA R. ESDRELON
Position	Head, Requesting Office/Authorized Representative	Position	SC Chief Judicial Staff Officer Budget Division, FMO
Date		Date	



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

RECEIVED
DEC 12 2018
BY: _____
TIME: 4:00

PURCHASE ORDER

Supplier: LJB Printing Services 39-B Mapagmahal St., Pinyahan Diliman, Quezon City			P.O. No.: LC-356-2018			
Tel No: 426-0495; 433-2094 Fax No.: 433-2094 TIN:			P.O. Date: Dec. 10, 2018			
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 Manila			Delivery Term:			
Date of Delivery: Within forty five (45) calendar days from receipt hereof.			Payment Term: Thirty (30) days credit.			
No.	Stock No.	Unit	DESCRIPTION	QTY.	Unit Price	Amount
1		bk	Docket Book, criminal 250 pages, leaves are paged from 1-250, as per sample	200	Php550.00	Php110,000.00
ONE HUNDRED TEN THOUSAND PESOS ONLY						Php110,000.00

P. R. No. 294

PURPOSE: For Issuance to lower courts - MTCC.

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

Date

Very truly yours,

Caridad A. Pabello

CARIDAD A. PABELLO

OCA Chief of Office
Office of the Administrative Services

Fund Available: <i>Marietta</i> MARIETTA R. ESDRELON SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>MTCC/218 2294</u> Amount <u>₱ 110,000 -</u>
--	--



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

PURCHASE ORDER

Supplier: LJB Printing Services 39-B Mapagmahal St. , Pinyahan Diliman, Quezon City	P.O. No.: LC-356-2018
Tel No: 426-0495; 433-2094 Fax No.: 433-2094 TIN:	P.O. Date: Dec. 10, 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 forty five (45) calendar days from receipt hereof.	Payment Term: Thirty (30) days credit.

No.	Stock No.	Unit	DESCRIPTION	QTY.	Unit Price	Amount
1		bk	Docket Book, criminal 250 pages, leaves are paged from 1-250, as per sample	200	Php550.00	Php110,000.00
ONE HUNDRED TEN THOUSAND PESOS ONLY						Php110,000.00

P. R. No. 294
PURPOSE: For issuance to lower courts - MTCC.
NOTE: Original authority attached.

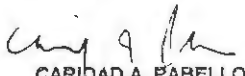
In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for everyday delivery of delay shall be imposed.

Conforme:

Signature over printed name of Supplier

Date

Very truly yours,


CARIDAD A. PABELLO
OCA Chief of Office
Office of the Administrative Services

Fund Available: MARIETTA R. ESDRELON SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>MTCC/2182294</u> Amount <u>₱ 110,000 -</u>
---	---



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

PURCHASE ORDER

Supplier: LJB Printing Services 39-B Mapagmahal St., Pinyahan Diliman, Quezon City	P.O. No.: LC-355-2018
Tel No: 425-0495; 433-2094	P.O. Date: Dec. 10, 2018
Fax No.: 433-2094	Mode of Procurement: Shopping
TIN:	

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 forty five (45) calendar days from receipt hereof.	Payment Term: Thirty (30) days credit.

No.	Stock No.	Unit	DESCRIPTION	QTY.	Unit Price	Amount
1		bk	Docket Book, criminal 250 pages, leaves are paged from 1-250, as per sample	200	Php550.00	Php110,000.00
ONE HUNDRED TEN THOUSAND PESOS ONLY						Php110,000.00

P. R. No. 294

PURPOSE: For issuance to lower courts - MTCC.

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

Date

Very truly yours,

CARIDAD A. FABELLO

OCA Chief of Office
Office of the Administrative Services

Fund Available: MARIETTA R. ESCOBELON SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOCES NO: <u>MTCC12182294</u> Amount <u>₱ 110,000.00 -</u>
--	---

PURCHASE REQUEST

Entity Name: **Supreme Court of the Philippines**

Fund Cluster:

Office/ Section: OCA-Property Division	P.R. No.: 294		Date : Nov. 29, 2018
	Responsibility Center Code:		

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	bk	Docket Book, Criminal, 250 pages, leaves are pages from 1-250, as per sample	200	₱ 550.00	₱ 110,000.00
		- Nothing Follows -			
		NOTE : See attachment			
		Included in the Approved Procurement Plan Yr 2018			

Purpose : For issuance to MTCC

received



LENYOSO B. LIBED
In-charge, Property Division, OCA
Office of the Administrative Services-OCA

Noted :
MARIA ROSANO A. LABUGUEN
Acting Assistant Chief of Office
Office of the Administrative Services-OCA

The amount of ₱ 110,000 will be made available for this requisition for FD203010-00 chargeable against MTCC

Marietta R. Esdrelon
MARIETTA R. ESDRELON
SC Chief Judicial Staff Officer
Budget Division, FMO-OCA

Noted:
Ruby C. Esteban-Garcia
RUBY C. ESTEBAN-GARCIA
OCA Chief of Office
Financial Management Office

Recommending Approval:

Caridad A. Pabello
CARIDAD A. PABELLO
OCA Chief of Office
Office of the Administrative Services

SUPREME COURT OF THE PHILIPPINES
PROPERTY DIVISION - OCA

RECEIVED

DEC 10 2018

BY: _____
TIME: _____

Approved:

Jose Midas P. Marquez
JOSE MIDAS P. MARQUEZ *oh*
Court Administrator

*For procurement request with a total cost of up to P1,000,000.00 per A.M. No. 10-1-10-SC dated March 6, 2018

PURCHASE REQUEST

Entity Name: **Supreme Court of the Philippines**

Fund Cluster:

Office/ Section: OCA-Property Division	P.R. No.: 294	Date : Nov. 29, 2018
Responsibility Center Code:		

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	bk	Docket Book, Criminal, 250 pages, leaves are pages from 1-250, as per sample	200	₱ 550.00	₱ 110,000.00
		- Nothing Follows -			
		NOTE : See attachment			
		Included in the Approved Procurement Plan Yr 2018			

Purpose : For issuance to MTCC

 TENIOSO B. LIBED In-charge, Property Division, OCA Office of the Administrative Services-OCA	Noted :  MARIA ROSARIO A. LABUGUEN Acting Assistant Chief of Office Office of the Administrative Services-OCA
--	---

The amount of ₱ _____ will be made available for this requisition for _____ chargeable against _____

MARIETTA R. ESDRELON SC Chief Judicial Staff Officer Budget Division, FMO-OCA	Noted: RUBY C. ESTEBAN-GARCIA OCA Chief of Office Financial Management Office
---	---

Recommending Approval:

CARIDAD A. PABELLO
 OCA Chief of Office
 Office of the Administrative Services

Approved:

JOSE MIDAS P. MARQUEZ
 Court Administrator

*For procurement request with a total cost of up to P1,000,000.00 per A.M. No. 10-1-10-SC dated March 6, 2018

PURCHASE REQUEST



Entity Name: **Supreme Court of the Philippines**

Fund Cluster:

Office/ Section: OCA-Property Division	P.R. No.: 294	Date : Nov. 29, 2018
Responsibility Center Code:		

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	bk	Docket Book, Criminal, 250 pages, leaves are pages from 1-250, as per sample	200	₱ 550.00	₱ 110,000.00
		- Nothing Follows -			
		NOTE : See attachment			
		Included in the Approved Procurement Plan Yr 2018			

Purpose : For issuance to MTCC

 TENIOSO B. LIBED In-charge, Property Division, OCA Office of the Administrative Services-OCA	Noted :  MARIA ROSARIO A. LABUGUEN Acting Assistant Chief of Office Office of the Administrative Services-OCA
--	--

The amount of ₱ _____ will be made available for this requisition for _____ chargeable against _____

Noted: MARIETTA R. ESDRELON SC Chief Judicial Staff Officer Budget Division, FMO-OCA	Noted: RUBY C. ESTEBAN-GARCIA OCA Chief of Office Financial Management Office
---	---

Recommending Approval:

CARIDAD A. PABELLO
 OCA Chief of Office
 Office of the Administrative Services

Approved:

JOSE MIDAS P. MARQUEZ
 Court Administrator

*For procurement request with a total cost of up to P1,000,000.00 per A.M. No. 10-1-10-SC dated March 6, 2018

FILE

SUPREME COURT OF THE PHILS.
OFFICE OF ADMINISTRATIVE SERVICES

RECEIVED
NOV 07 2018
BY: [Signature]
TIME: [Signature]



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

FOR : **MARIA CARINA M. CUNANAN**
Chief of Office
Office of Administrative Services
Supreme Court of the Philippines

FROM : **TENIOSO B. LIBED**
In-Charge, Property Division,
Office of the Administrative Services, OCA

SUBJECT : **REQUEST FOR QUOTATION (RFQ) FOR THE
PROCUREMENT OF DOCKET BOOK, CRIMINAL, 500 and
250pages**

DATE : 7 November 2018

This refers to the procurement of docket book, criminal 500 and 250 pages. Pursuant to Republic Act 9184 all procurement must be posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity.

In line with this, may we request the assistance of your office for the posting of the attached copies of the RFQs at the Supreme Court bulletin board assigned for the this purpose from Nov. 8-13, 2018.

Thank you very much.

[Signature]
TENIOSO B. LIBED



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

REQUEST FOR QUOTATION
RFQ No. 101-11-07-18
7 November 2018

The Supreme Court of the Philippines, through the Property Division, Office of the Court Administrator (OCA), is requesting for a formal price quotation for the supply and delivery of docket book, criminal, in accordance with Republic Act 9184, otherwise known as the Government Procurement Reform Act.

Delivery Date: Forty five (45) calendar days upon receipt of the Purchase Order
Delivery Place: Supreme Court of the Philippines, Padre Faura St., Ermita

Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed Price Quotation (Annex A) form in a **sealed envelope** not later than **4:30 p.m. on 13 November 2018**. Quotations submitted after the said deadline shall not be accepted.

Quotations must be valid for a period of sixty (60) calendar days from the date of submission.

Award shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein. Any interlineations, erasures or overwriting shall be void unless signed or initialled by the bidder or its duly authorized representative.

The Supreme Court shall have the right to inspect and / or test the goods to confirm their conformity to the technical specifications. Liquidated damages equivalent to one-tenth of one percent (0.0001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Supreme Court shall cancel the Purchase Order once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount, without prejudice to other courses of action and remedies open to it. The Supreme Court reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Very truly yours,

TENIOSO B. CIBED
In-Charge, Property Division,
Office of the Court Administrator

PRICE QUOTATION FORM

Date: _____

TENIOSO B. LIBED

*In-Charge, Property Division
Office of the Court Administrator
Supreme Court of the Philippines
Tel. 525-1270; Telefax 525-7036*

After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our proposal as follows:

Description of Items and Specifications	Qty.	Unit Price	Total Bid Price
Docket book, criminal, 250 pages, leaves are paged from 1-250, as per sample	550 books		
Docket book, criminal, 500 pages, leaves are paged from 1-500, as per sample	500 books		

Delivery period: forty five (45) calendar days

The above quoted prices are inclusive of all costs and applicable taxes and valid for sixty (60) calendar days.

Very truly yours,

Signature over Printed Name_____
Position_____
Company Name_____
Company Address_____
Contact No.

Mayor's Permit No. _____

DTI or SEC Registration Certificate No. _____

PhilGEPS Registration No. _____

REQUISITION AND ISSUE SLIP

Entity name: SUPREME COURT OF THE PHILIPPINES

Fund Cluster: _____

Division: Shipping & Delivery Section, Property Div., OCA

Responsibility Center Code: _____

Office: _____ RIS No. _____

Requisition				Stock Available?		Issue	
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
	Eks	Docket Book, CRIMINAL, 250 pages, leaves are paged from 1-250, **** nothing follows****	200				

Purpose:

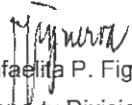
For issuance to mtcc


Requested by: _____ Approved by: _____ Issued by: _____ Received by: _____

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

Property Division
ABSTRACT OF CANVASS

Printing Services		Trojeka Trading Co.		MVEA Printing Services		Uniwin Multiprinting	
	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
₱	110,000.00	₱ 590.00	₱ 118,000.00	₱ 620.00	₱ 124,000.00	₱ 670.00	₱ 134,000.00

Checked by : 
Office : Property Division, OCA

Noted by : 
TENI SOLEDAD
In-Charge, Property Division
Office of the Court Administrator

Specifications			
Docket book, criminal, 250 pages, leaves are paged from 1-250, as per sample	550 books	₱ 550.00	₱ 302,500.00
Docket book, criminal, 500 pages, leaves are paged from 1-500, as per sample	500 books	₱ 670.00	₱ 335,000.00

Delivery period: forty five (45) calendar days

The above quoted prices are inclusive of all costs and applicable taxes and valid for sixty (60) calendar days.

Very truly yours, *[Signature]*

LUZUIMINDA BUENAFILSA

Signature over Printed Name

Prepared

Position

LSB Printing Services

Company Name

39B Magaymahal St - Quezon City

Company Address

0260495 / 9442709

Contact No.

Mayor's Permit No. 2008-4979
 DTI or SEC Registration Certificate No. 05348866
 PhilGEPS Registration No. 2005-18743

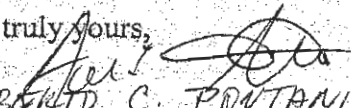
[Signature] 11/14

... book, criminal, 250 pages, leaves are paged from 1-250, as per sample	550 books	# 590.00 / book	# 324,500.00
Docket book, criminal, 500 pages, leaves are paged from 1-500, as per sample	500 books	# 830.00 / book	# 415,000.00

Delivery period: forty five (45) calendar days

The above quoted prices are inclusive of all costs and applicable taxes and valid for sixty (60) calendar days.

Very truly yours,


ROBERTO C. PONTANIEL

Signature over Printed Name

MANAGER

Position

TRAJEKA TRADING COMPANY

Company Name


NO. 10 SPECTRUM BLDG.
BO. MARIAMOT ANTIPOLO CITY

Company Address

0927-62707-19 / 404-3315

Contact No.

Mayor's Permit No. # 2018-002988
DTI or SEC Registration Certificate No. PG-2018-24333
PhilGEPS Registration No. # 2018-1699-31


Jan 11/14

Docket book, criminal, 250 pages, leaves are paged from 1-250, as per sample	550 books	₱ 120.00	₱ 241,000.00
Docket book, criminal, 500 pages, leaves are paged from 1-500, as per sample	500 books	₱ 845.00	₱ 234,500.00

Delivery period: forty five (45) calendar days

The above quoted prices are inclusive of all costs and applicable taxes and valid for sixty (60) calendar days.

Very truly yours,

[Signature]
Signature over Printed Name

General Manager
Position

MVA a Printing Services
Company Name

67 Yare St. Cubao C.G
Company Address

09216722030 - 913-15-67
Contact No.

Mayor's Permit No. _____
DTI or SEC Registration Certificate No. _____
PhilGEPS Registration No. _____

[Signature]
JW 11/24

Docket book, criminal, 250 pages, leaves are paged from 1-250, as per sample	550 books	₱670.00	
Docket book, criminal, 500 pages, leaves are paged from 1-500, as per sample	500 books	₱920.00	

Delivery period: forty five (45) calendar days

The above quoted prices are inclusive of all costs and applicable taxes and valid for sixty (60) calendar days.

Very truly yours,

Marcelo Fullido

Signature over Printed Name

Production Manager

Position

Uniwin Multiprinting

Company Name

Magat Salamat, Proj. 4, A.C.

Company Address

Contact No.

Mayor's Permit No. _____

DTI or SEC Registration Certificate No. _____

PhilGEPS Registration No. _____

[Handwritten initials]
11/14