



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

**RECEIVED**  
DEC 12 2018  
BY: \_\_\_\_\_  
TIME: 4:00

**PURCHASE ORDER**

| Supplier:<br><b>Accessories and Supplies Depot Inc.</b><br>110 Labo St. Brgy. Salvacion<br>Quezon City              |           |      | P.O. No.: <b>LC-361-2018</b>              |      |             |                      |
|---|-----------|------|---|------|-------------|----------------------|
| Tel No: <b>516-2133</b><br>Fax No.: <b>559-4941</b><br>TIN:   |           |      | P.O. Date: <b>Dec. 10, 2018</b>           |      |             |                      |
|   |           |      | Mode of Procurement :<br><b>Shopping</b>  |      |             |                      |
| Gentlemen:<br>Please furnish this office the following articles subject to the terms and conditions contain herein. |           |      |   |      |             |                      |
| Place of Delivery: <b>SUPREME COURT OF THE PHILIPPINES</b><br>Manila  |           |      | Delivery Term:                            |      |             |                      |
| Date of Delivery:<br>Within thirty (30) calendar days from receipt hereof.  |           |      | Payment Term:<br>Thirty (30) days credit. |      |             |                      |
| No.   | Stock No. | Unit | DESCRIPTION                               | QTY. | Unit Price  | Amount               |
| 1   |           | pc   | HP Laserjet Toner, HP-30x                 | 50   | Php4,500.00 | Php225,000.00        |
| <b>TWO HUNDRED TWENTY FIVE THOUSAND PESOS ONLY</b>  |           |      |   |      |             | <b>Php225,000.00</b> |

P. R. No. 299

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]*  
Ly Saender Salcedo  
Signature over-printed name of Supplier

Jan 15, 2019  
Date

Very truly yours,

*[Signature]*  
**CARIDAD A. PABELLO**  
OCA Chief of Office  
Office of the Administrative Services

|   |  |
|---|--|
| Fund Available:<br><i>[Signature]</i><br><b>MARIETTA R. ESDRELON</b><br>SC Chief Judicial Staff Officer<br>Budget Division-FMC, OCA | ALLOBS NO: <u>MTCC/18/2293</u><br>AMOUNT: <u>₱ 225,000 -</u> |
|---|--|