



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

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**PURCHASE ORDER**

Supplier : <b>BOC'S Trading Co. Inc.</b> 264-66 San Vicente St. Mezzanine Binondo, Manila		P.O. No.: LC-093-2019				
Tel No: 241-2976; 241-2981 Fax No.: 241-2977 TIN:		P.O. Date: April 2, 2019				
		Mode of Procurement : <b>Shopping</b>				
Gentlemen: 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>		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	Envelope, Mailing w/o window, 70 gsm, 500 pcs/bx (see attached specifications)	306	Php210.00	Php64,260.00
2		pc	Pen, sign, 0.5mm needle tip, color: black, blue, red; 12/pcs/bx; liquid or gel	500	17.50	8,750.00
SEVENTY THREE THOUSAND TEN PESOS ONLY						Php73,010.00

**P. R. No. 095**

PURPOSE: For issuance to lower courts - MTC, Region 3.

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.

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 Date

Very truly yours,

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

Fund Available:  <i>Marietta R. Esdreton</i> MARIETTA R. ESDRELON SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>MTC 02492097</u> Amount <u>₱ 73,010 -</u>
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