



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

APR 15 2019  
 BY: [Signature]  
 TIME: 8:41

**PURCHASE ORDER**

Supplier: <b>BOC'S Trading Co. Inc.</b> 264-66 San Vicente St. Mezzanine Binondo, Manila		P.O. No.: <b>LC-097-2019</b>				
Tel No: 241-2976; 241-2981 Fax No.: 241-2977 TIN:		P.O. Date: <b>April 2, 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		bx	Envelope, Mailing w/o window, 70 gsm, 500 pcs/bx (see attached specifications)	1,021	Php210.00	Php214,410.00
2		pc	Pen, sign, 0.5mm needle tip, color: black, blue, red; 12/pcs/bx; liquid or gel	1,439	17.50	25,182.50
TWO HUNDRED THIRTY NINE THOUSAND FIVE HUNDRED NINETY TWO PESOS AND 50/100 ONLY						Php239,592.50

**P. R. No. 092**

PURPOSE: For issuance to lower courts - RTC, 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.

Conforme:

\_\_\_\_\_  
 Signature over printed name of Supplier

\_\_\_\_\_  
 Date

Very truly yours,

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

Fund Available:

*[Signature]*  
**MARIETTA R. ESDRELON**  
 SC Chief Judicial Staff Officer  
 Budget Division-FMO, OCA

ALLOBS NO: RTC 04192677  
 Amount 239,592.50

/mdaa