



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

SUPREME COURT OF THE PHILIPPINES
PROPERTY DIVISION - OCA
RECEIVED
DEC 18 2019
BY:
TIME: 3:00

PURCHASE ORDER

Supplier : MCSA Marketing 446 Godisco Bldg. San Fernando St. Binondo, Manila		P.O. No.: LC-335-2019				
Tel No: 710-17-87 Fax No.: 986-98-40 TIN:		P.O. Date: December 10, 2019 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		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	Mailing Envelope (500pc/box)	228	Php232.00	Php52,896.00
			Color: white			-
			Quality: bondpaper			-
			Basis weight: at least 70 gsm			-
FIFTY TWO THOUSAND EIGHT HUNDRED NINETY SIX PESOS ONLY						Php52,896.00

P. R. No. 331

PURPOSE: For issuance to lower courts - MTCC.

NOTE: Original authority attached to P. O. No. LC-334-2019 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:

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Signature over printed name of Supplier

JAN 14, 2020
Date

Very truly yours,

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

Fund Available: MARIETTA R. ESDRELON SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>MTCC12192419</u> Amount <u>52,896 -</u>
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