



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

SUPREME COURT OF THE PHILIPPINES  
PROPERTY DIVISION - OCA  
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**PURCHASE ORDER**

Supplier : <b>Topsol Enterprises</b> 4/F Crown Center Bldg. Makati City			P.O. No.: <b>LC-081-2022</b>			
Tel No: <b>0926-6391598 / 85603223</b> Fax No: TIN:			P.O. Date: <b>July 12, 2022</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/ SMED WAREHOUSE</b>			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		pc	Docket Book, Criminal, 250pp, green cover, as per sample (Book dimensions: (H) 457mm x (W) 304mm x (T) 20mm)	300	Php776.00	Php232,800.00
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**P. R. No. 50**

PURPOSE: For issuance lower courts - MeTC.

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:

*Raymond Jesus M. Torres*  
**RAYMOND JESUS M. TORRES**  
Signature over printed name of Supplier  
7/25/2022  
Date

Very truly yours,

*Maria Teresa O. Demesa-Razal*  
**MARIA TERESA O. DEMESA-RAZAL**  
OIC - Chief of Office  
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Fund Available: <i>Moises B. Figueroa</i> <b>MOISES B. FIGUEROA</b> Acting SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <b>METCO7222234</b> Amount <b>₱ 232,800</b>
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