



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

SUPREME COURT OF THE PHILIPPINES  
PROPERTY DIVISION  
OFFICE OF THE COURT ADMINISTRATOR

**RECEIVED**  
AUG 19 2022  
BY: [Signature]  
TIME: 1:30

**PURCHASE ORDER**

Supplier :  Center Point Sales & Trading, Inc. 6/F Sky 1 Tower, #68 Dasmarinas St. Binondo, Manila		P.O. No.: LC-091-2022 P.O. Date: August 10, 2022 Mode of Procurement :  Public Bidding dated March 28, 2022				
Tel No: 8242-4245 / 46 Fax No.: 8242-4246 TIN:						
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contain herein.						
Place of Delivery: SUPREME COURT OF THE PHILIPPINES MUNICIPAL TRIAL COURTS IN CITIES - REGION 1 TO 5		Delivery Term:				
Date of Delivery: Please refer to Article II, 2.2 of the SC-BAC-GC contract No. 2022-07		Payment Term:  Upon completion of deliveries, presentation of the corresponding invoices of the items indicated and subject to usual auditing requirements.				
No.	Stock No.	Unit	DESCRIPTION	QTY.	Unit Price	Amount
1		ream	Paper, Multipurpose, Legal	12275	Php235.88	Php2,895,427.00
			* 70gsm (min.)			-
			*legal 216mm x 330mm (±2mm)			-
			* 500 sheets per ream			-
			* five (5) reams per box			-
2		ream	Paper, Multipurpose, A4	3105	218.22	677,573.10
			* 70gsm (min.)			-
			* A4 210mm x 297mm (±2mm)			-
			* 500 sheets per ream			-
			* five (5) reams per box			-
			Freight charges			456,786.00
FOUR MILLION TWENTY NINE THOUSAND SEVEN HUNDRED EIGHTY SIX PESOS AND 10/100 ONLY						Php4,029,786.10

A. M. No. 20-10-05-SC  
SC-BAC-GS-Contract No. 2022-07.

PURPOSE: For issuance to lower courts - MTCC - Regions 1 to 5.

NOTE: Original authority attached to P.O. No. LC-085-2022 under Center Point Sales & Trading Inc.

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]  
**Juliefer S. Barja**  
 Signature over printed name of Supplier  
  
09/09/22  
 Date

Very truly yours,

[Signature]  
**MARIA TERESA O. DEMESA-RAZAL**  
 OIC - Chief of Office  
 Office of Administrative Services, OCA

Fund Available:  <u>[Signature]</u> <b>MOSES B. FIGUEROA</b> Acting SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>MTCC082022114</u>  Amount <u>4,029,786.10</u>
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