

SUPREME COURT OF THE PHILIPPINES  
PROPERTY DIVISION - OCA



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

**RECEIVED**  
AUG 19 2022  
BY: \_\_\_\_\_  
TIME: 1:30

**PURCHASE ORDER**

Supplier: <b>Center Point Sales &amp; Trading, Inc.</b> 6/F Sky 1 Tower, #68 Dasmarinas St. Binondo, Manila		P.O. No.: <b>LC-096-2022</b>				
Tel No: <b>8242-4245 / 46</b> Fax No.: <b>8242-4246</b> TIN:		P.O. Date: <b>August 10, 2022</b>				
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contain herein.		Mode of Procurement : <b>Public Bidding dated March 28, 2022</b>				
Place of Delivery: <b>SUPREME COURT OF THE PHILIPPINES MUNICIPAL TRIAL COURT - REGION 9 TO 12</b>		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 * 70gsm (min.) * legal 216mm x 330mm (±2mm) * 500 sheets per ream * five (5) reams per box	1610	Php235.88	Php379,766.80
2		ream	Paper, Multipurpose, A4 * 70gsm (min.) * A4 210mm x 297mm (±2mm) * 500 sheets per ream * five (5) reams per box	585	218.22	127,658.70
			Freight charges			54,875.00
FIVE HUNDRED SIXTY TWO THOUSAND THREE HUNDRED PESOS AND 50/100 ONLY						Php562,300.50

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

PURPOSE: For issuance to lower courts - MTC - Regions 9 to 12.

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:

*Julifer S. Baraja*  
Signature over printed name of Supplier  
09/09/22  
Date

Very truly yours,

*M. Demesa-Razal*  
**MARIA TERESA D. DEMESA-RAZAL**  
OIC - Chief of Office  
Office of Administrative Services, OCA

Fund Available: <i>M. Figueroa</i> <b>MOISES B. FIGUEROA</b> Acting SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>MTC 08222/118</u> Amount <u>₱ 562,300.50</u>
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