



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

PURCHASE ORDER

Supplier : MCSA Marketing 446 San Fernando St. Binondo, Manila	P.O. No.: LC-107-2021 P.O. Date: October 8, 2021 Mode of Procurement : Shopping
Tel No: 8986-9840/87388050 Fax No.: 253-4764 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	Delivery Term:
Date of Delivery: Within thirty (30) calendar days upon receipt hereof.	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		pc	Note Pad, Stik-on, 2x3	300	Php18.00	Php5,400.00
2		bx	Fastener, metal, non-sharp edges	150	80.00	12,000.00
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SEVENTEEN THOUSAND FOUR HUNDRED PESOS ONLY						Php17,400.00

P.R. No. 28

PURPOSE: For issuance to lower courts - FC.
 NOTE: Original authority attached to P. O. No. LC-102-2021 under SPH International Corporation.

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


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

Fund Available:  MARIETTA E. ESDRELON SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>FC 10212227</u> Amount <u>17,400-</u>
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