



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-109-2021		
Tel No: 8986-9840/87388050 Fax No.: 253-4764 TIN:				P.O. Date: October 8, 2021		
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contain herein.				Mode of Procurement : Shopping		
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	800	Php18.00	Php14,400.00
2		bx	Fastener, metal, non-sharp edges	350	80.00	28,000.00
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FORTY TWO THOUSAND FOUR HUNDRED PESOS ONLY					Php42,400.00	

P.R. No. 28

PURPOSE: For issuance to lower courts - MTCC.
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 R. ESDRETON SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: MTCC 10212314 Amount ₱ 42,400 -
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