



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

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BY: *[Signature]*
TIME: 1:30

PURCHASE ORDER

Supplier : Metro Paper Converter Phils. Corp. Mercedes Business Park Stuttgart Street Brgy. San Andres, Cainta, Rizal		P.O. No.: LC-120-2021				
Tel No: 0977-8124060 Fax No.: TIN:		P.O. Date: October 8, 2021 Mode of Procurement : Shopping				
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 forty five (45) 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		bx	Continuous Form, 11 x 14 7/8 (graylines, subs. 20) 1 ply, 80 gsm. (as per sample)	100	Php1,388.00	Php138,800.00
2		bx	Continuous Form, 11 x 14 7/8 (graylines, carbonless subs. 20), 4 ply (as per sample)	200	1,528.00	305,600.00
3		bx	Continuous Form, 11 x 10 5/8 (graylines, carbonless, subs. 20) 4 ply (as per sample)	200	1,048.00	209,600.00
4		bx	Continuous Form, 13 x 8 1/2 (graylines, carbonless) BIR 2316 form, 3 ply (as per sample)	35	1,099.00	38,465.00
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SIX HUNDRED NINETY TWO THOUSAND FOUR HUNDRED SIXTY FIVE PESOS ONLY						Php692,465.00

P. R. No. 37

PURPOSE: For payroll of lower courts - (FMBO-EDP) - RTC.

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:

[Signature]
Analisa D. Alvarez
Signature over printed name of Supplier

11/23/21
Date

Very truly yours,

[Signature]
MARIA ROSARIO A. LABUGUEN
OCA Assistant Chief of Office
Office of the Administrative Services, OCA

Fund Available: <i>[Signature]</i> MARIETTA R. ESDRELON SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: RTC 10212445 Amount ₱ 692,465.00
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/mdaa