



PROPERTY DIVISION  
OCT 25 2021  
BY: [Signature]  
TIME: 12:30

**PURCHASE ORDER**

Supplier :  <p style="text-align: center;"><b>MCSA Marketing</b> 446 San Fernando St. Binondo, Manila</p>			P.O. No.: <b>LC-124-2021</b> P.O. Date: <b>October 8, 2021</b> Mode of Procurement :  <p style="text-align: center;"><b>Shopping</b></p>			
Tel No: <b>8986-9840/87388050</b> Fax No.: <b>253-4764</b> TIN:						
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contain herein.						
Place of Delivery: <b>SUPREME COURT OF THE PHILIPPINES</b>			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		pack	Expediente Cover, 8.5 x 13", 155 gsm, 250 pcs/pack	160	Php332.50	Php53,200.00
2		rolls	Thread, cotton, 250 gsm, 4-ply	70	65.00	4,550.00
3		reams	Colored bond paper, Legal, blue, 8.5 x 13", 80 gsm	105	334.00	35,070.00
4		reams	Colored bond paper, Legal, yellow, 8.5 x 13", 80 gsm	95	334.00	31,730.00
5		reams	Colored bond paper, Legal, pink, 8.5 x 13", 80 gsm	90	334.00	30,060.00
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<b>ONE HUNDRED FIFTY FOUR THOUSAND SIX HUNDRED TEN PESOS ONLY</b>						<b>Php154,610.00</b>

**P.R. No. 38**

PURPOSE: For issuance to lower courts - MeTC.  
 NOTE: Original authority attached to P. O. No. LC-122-2021 under MCSA Marketing.

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:  <b>MARIETTA R. ESDRELON</b> SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>METC/02/2104</u> Amount <u>₱ 154,610 -</u>
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