



PURCHASE ORDER

Supplier :  MCSA Marketing 446 San Fernando St. Binondo, Manila				P.O. No.: LC-126-2021 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		pack	Expediente Cover, 8.5 x 13", 155 gsm, 250 pcs/pack	190	Php332.50	Php63,175.00
2		rolls	Thread, cotton, 250 gsm, 4-ply	80	65.00	5,200.00
3		reams	Colored bond paper, Legal, blue, 8.5 x 13", 80 gsm	110	334.00	36,740.00
4		reams	Colored bond paper, Legal, yellow, 8.5 x 13", 80 gsm	100	334.00	33,400.00
5		reams	Colored bond paper, Legal, pink, 8.5 x 13", 80 gsm	95	334.00	31,730.00
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ONE HUNDRED SEVENTY THOUSAND TWO HUNDRED FORTY FIVE PESOS ONLY					Php170,245.00	

P.R. No. 38

PURPOSE: For issuance to lower courts - MTC.

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. LABUGEN

OCA Assistant Chief of Office  
Office of the Administrative Services, OCA

Fund Available:  MARIETTA R. ESDRELON SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: MTC 10212158 Amount P 170,245-
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