



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

SUPREME COURT OF THE PHILIPPINES  
PROPERTY DIVISION - OCA

RECEIVED  
MAR 30 2023  
BY: *M 236*  
TIME:

**PURCHASE ORDER**

Supplier : <b>Metro Paper Converter Phils. Corp.</b> Mt. Sinai Ext. Leviticus Subd., San Juan, Taytay, Rizal				P.O. No.: <b>LC-020-2023</b>		
Tel No: <b>0977-8124060</b> Fax No.: TIN:				P.O. Date: <b>March 24, 2023</b>		
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contain herein.				Mode of Procurement :  <b>Shopping</b>		
Place of Delivery: <b>SUPREME COURT OF THE PHILIPPINES</b>				Delivery Term:		
Date of Delivery: Within thirty (30) calendar days from receipt hereof.				Payment Term: Thirty (30) days credit.		
No.	Stock No.	Unit	DESCRIPTION	QTY.	Unit Price	Amount
1		bx	Continuous Form, 11x14 7/8, graylines, subs. 20, 1 ply (80gsm) as per sample	13	Php1,388.00	Php18,044.00
2		bx	Continuous Form, 11x14 7/8, graylines, subs. 20, 4 ply (80gsm) as per sample	200	1,800.00	360,000.00
3		bx	Continuos Form, 11x10 5/8, graylines, carboneless, sub. 20, 4ply as per sample	250	1,500.00	375,000.00
<b>SEVEN HUNDRED FIFTY THREE THOUSAND FORTY FOUR PESOS ONLY</b>						<b>Php753,044.00</b>

**P. R. No. 23**

PURPOSE: For issuance of 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:

*Jayson P. Rafol*  
Signature over printed name of Supplier  
  
04-03-2023  
Date

Very truly yours,

*Maria Teresa O. Demesa-Razal*  
**MARIA TERESA O. DEMESA-RAZAL**  
OIC - Chief of Office  
Office of Administrative Services, OCA

Fund Available:  <i>Moses B. Figueroa</i> <b>MOSES B. FIGUEROA</b> Acting SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO.: <u>RTC 0323 4123</u> Amount <u>753,044 -</u>
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