



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. Demesa-Razal*
 TIME: _____

PURCHASE ORDER

Supplier : Metro Paper Converter Phils. Corp. Mt. Sinai Ext. Leviticus Subd., San Juan, Taytay, Rizal				P.O. No.: LC-022-2023 P.O. Date: March 24, 2023 Mode of Procurement : Negotiated Procurement - Small Value Procurement (Sec. 53.9)		
Tel No: 0977-8124060 Fax No.: 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 Date of Delivery: Within thirty (30) calendar days from receipt hereof.				Delivery Term: Payment Term: Thirty (30) days credit.		
No.	Stock No.	Unit	DESCRIPTION	QTY.	Unit Price	Amount
1		bx	Continuous Form, 13x8 1/2 , graylines, carbonless, BIR 2316 Form, 3 ply, as per sample	65	Php1,450.00	Php94,250.00
NINETY FOUR THOUSAND TWO HUNDRED FIFTY PESOS ONLY						Php94,250.00

P. R. No. 25

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 Rafael

 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: MOISES B. FIGUEROA Acting SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>RTC 0323 4121</u> Amount <u>94,250-</u>
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