



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

PURCHASE ORDER

Supplier :			MCSA Marketing Rm 206 Kim Sin Ching Foundation Building #473 Sto. Cristo St., Binondo, Manila			P.O. No.: LC-002-2023 PMC		
Tel No: 8710-1787 Fax No.: 8253-4764 TIN:						P.O. Date: June 19, 2023 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/ SMED WAREHOUSE			Delivery Term:		
Date of Delivery:						Payment Term:		
Within thirty (30) calendar days from receipt hereof.						Thirty (30) days credit.		
No.	Stock No.	Unit	DESCRIPTION	QTY.	Unit Price	Amount		
1		bx	Envelope, mailing	130	Php275.00	Php35,750.00		
THIRTY FIVE THOUSAND SEVEN HUNDRED FIFTY PESOS ONLY						Php35,750.00		

P. R. No. 02 (PMC)  
PURPOSE: For issuance to Philippine Mediation Center (PMC).  
NOTE: Original authority attached to P.O. No. LC-001 PMC under Leon Cullen's Trading.

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]*  
Signature over printed name of Supplier  
June 29, 2023  
Date

Very truly yours,  
*[Signature]*  
JOSE T. NAME  
SC Chief Judicial Staff Officer  
Philippine Mediation Center

Fund Available:	MOISES B. FIGUEROA Acting SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>PMC 06230017</u> Amount <u>P 35,750.00</u>
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