



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

SUPREME COURT OF THE PHILIPPINES  
PROPERTY DIVISION - OCA

RECEIVED  
AUG 30 2023  
BY: [Signature]  
TIME: 10:00

**PURCHASE ORDER**

Supplier : <b>JACA Office and School Supplies Trading</b> 671 Boni Avenue, Mandaluyong City	P.O. No.: <b>LC-100-2023</b> P.O. Date: <b>August 22, 2023</b> Mode of Procurement : <b>Shopping</b>
Tel No: <b>0927-5401174 / 8533-2008 / 85319311</b> Fax No.: 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/ SMED WAREHOUSE</b>	Delivery Term:
Date of Delivery: Within forty five (45) calendar days from receipt hereof.	Payment Term: Thirty (30) days credit.

No.	Stock No.	Unit	DESCRIPTION	QTY.	Unit Price	Amount
1		pc	Market, Flourescent (3pcs/pack)	807	Php36.00	Php29,052.00
			* Barrel: Flat			-
			*Tip, Chisel point			-
			*Assorted Colors			-
			*Brand shall be engraved/embossed/printed on the item			-
2		bx	Pencil, Lead with eraser	738	42.00	30,996.00
			*Wood cased			
			*Hardness: HB or 2			
			*Lead/graphite diameter: 2mm			
			*The eraser shall be abrasive and shall provide clean erasures			
			*One (1) dozen per box/twelve (12) boxes per pack			
<b>SIXTY THOUSAND FORTY EIGHT PESOS ONLY</b>						<b>Php60,048.00</b>

**P. R. No. 65**

PURPOSE: For issuance to various lower courts - MCTC.

NOTE: Original authority attached to P.O. No. LC-098-2023 under JACA Office and School Supplies 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  
SEP. 7, 2023  
Date

Very truly yours,

[Signature]  
**MARIA TERESA O. DEMESA-RAZAL**  
OIC-Chief of Office  
Office of the Administrative Services-OCA

Fund Available: <u>[Signature]</u> <b>MOISES E. FIGUEROA</b> SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>MCTC 08232448</u> Amount <u>₱ 60,048.00</u>
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