



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

OCA CIRCULAR NO. 170-2019

TO : ALL JUDGES, CLERKS OF COURT, BRANCH CLERKS OF COURTS AND OFFICERS-IN-CHARGE OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT : OPTION TO PURCHASE THE VARIOUS LEASED INFORMATION TECHNOLOGY (IT) EQUIPMENT (DESKTOP, LAPTOP, PRINTER, etc.) AFTER THE THREE (3)-YEAR CONTRACT PERIOD

On 20 March 2018, the Supreme Court (SC) entered into a three (3)-year lease contract with Integrated Computer Systems, Inc. (Service Provider) for the provision of various IT equipment to the SC and the lower courts.

Section 12.2 of the Terms of Reference of the Contract states that “ [a]t the end of the contract period, the end-user shall have the option to purchase the leased equipment. The Provider shall announce a uniform price, not more than 10% of the equipment’s original unit cost x x x.”

The following are the respective selling prices of the various leased IT equipment after the lapse of the three (3)-year contract period:

Description of IT Equipment	Model	Selling Price
Notebook Computer/Laptop	HP Probook 240 G6 Notebook	Php 4,140.93
Desktop Computer with UPS	HP PRODESK 280 G3 MT with HP v194 monitor & Eaton SE1100IUSB UPS	Php 4,488.60
Multi-functional Monochrome Laser Printer	HP Laserjet M426fdw Printer	Php 866.76
Dot Matrix Printer (80 columns)	Epson LQ-310 Dot Matrix Printer	Php 1,392.81
Dot Matrix Printer (136 columns)	Epson FX-2175II Dot Matrix Printer	Php 2,074.18
Wireless Router	DLINK DIR 859 Router	Php 469.34
USB Wireless Adapter	TPLINK T4U 3YR Wireless Adapter	Php 168.59
Computer I/O Devices Monitor	HP v194 Monitor with Wireless Keyboard and Mouse	Php 811.20

The three (3)-year contract period for the IT equipment which were delivered and installed in the various trial courts in 2018 and 2019 will expire on the following dates:

1. **9 June 2021**, for the first batch of various IT equipment for courts stationed in the National Capital Region (NCR);
2. **23 July 2021**, for the first batch of various IT equipment for courts stationed in Region III;
3. **10 July 2021**, for the first batch of various IT equipment for courts stationed in Region IV-A;
4. **13 August 2021**, for the first batch of various IT equipment for courts stationed in Region VII;
5. **11 September 2021**, for the first batch of Notebook computer/Laptop for Judges, nationwide;
6. **26 April 2022**, for the additional IT equipment which was delivered and installed from January to April 2019, for courts stationed in the NCR, Regions III, IV-A, and VII.

Payment shall be made via bank transfer not later than thirty (30) days before the lapse of the contract period to the following bank accounts with the corresponding details:

1. Account Name : Integrated Computer System, Inc.
Account No. : 0552-1035-05 (current account)
Bank Name : Lank Bank of the Philippines
Address : Greenhills Branch
2. Account Name : Integrated Computer Systems, Inc.
Account No. : 3941-0050-03 (current account) Php
Bank Name : Bank of the Philippine Islands
Bank Address : BPI Greenhills West Branch
Branch Code : 394

To determine the equipment to be purchased after the contract period, all Clerks of Court, Branch Clerks of Courts, and Officers-in-Charge of the first and second level courts are **DIRECTED** to disseminate the above-mentioned option to the actual end-users of the various leased equipment and submit the list of interested end-users to the Property Division, Office of Administrative Services (OAS), Office of the Court Administrator (OCA) on or before **31 January 2020**, with the following information:

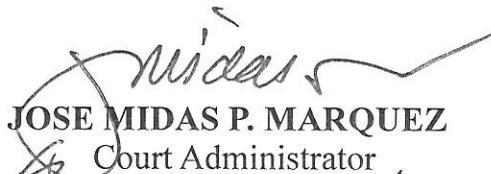
1. Complete name and address of the end-user who is interested in purchasing the IT equipment;
2. Contact numbers or email address; and
3. Description and serial number of the IT equipment to be purchased.

All Clerks of Court, Branch Clerks of Courts, and Officers-in-Charge of the first and second level courts shall ensure that all IT equipment including their accessories and peripherals not to be purchased by the end-users shall be kept intact and ready to be retrieved by the representative of the service provider within thirty (30) days after the lapse of the three (3)-year contract period.

Employees of the lower courts who fail to submit the above-mentioned list within the set deadline shall forfeit the option to purchase the leased IT equipment.

For your information and guidance.

04 October 2019


JOSE MIDAS P. MARQUEZ
Court Administrator
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**LIST OF INFORMATION TECHNOLOGY (IT) EQUIPMENT
TO BE PURCHASED BY THE END-USER**

COURT : _____ BRANCH: _____ STATION: _____
 EXACT COURT ADDRESS: Number: _____ Building: _____ Barangay: _____
 Municipality: _____ City: _____ Province: _____
 CONTACT NUMBERS : _____

NAME OF END-USER	COMPLETE ADDRESS	PERSONAL CONTACT NUMBERS	QUANTITY AND SERIAL NUMBER OF IT EQUIPMENT TO BE PURCHASED										
			HP Notebook Computer/Laptop	HP Desktop Computer with Monitor and UPS	HP Multi-function Monochrome Printer	Dot Matrix Printer, Epson LQ-310	Dot Matrix Printer, Epson FX-2175II	Wireless Router	USB Wireless Adapter	HP v194 Monitor with wireless keyboard and mouse			

Prepared by Clerk of Court:

Signature over Printed Name _____ Mobile No. _____ E-mail Address: _____