

REPUBLIC OF THE PHILIPPINES  
Philippine Health Insurance Corporation  
709 CityState Center Bldg.  
Shaw Blvd. Brgy. Oranbo, Pasig City  
TeleFax: 637-3158

PRID-PS-08

**JOB ORDER**  
(Non-Inventoriable Items)

Supplier **W & R TRADING CORPORATION**  
Address **433 R. Pascual St., Mandaluyong City**  
Tel.Fax No. **531-8051**  
Supplier Registered with: **PHILHEALTH**

Work Order No. **12-12-072**  
Date: **December 21, 2012**  
Term of Payment: **On Account**  
Mode of Procurement: **Small Value Procurement**

Please deliver to this office within **10 working days**  
Note: Additional 5 working days to submit for approval of text/sample

Office Order No. **0017, s. 2012**  
upon approval of the following

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	10,000	PCS	OWP-Business Card Materials: Board Paper 200 gsm Color: Full Color Process: Digital Print with laminatin Size: 2.5" x 3.4"	2.20	22,000.00
			LESS: EWT 2% 392.86 GMP 5% 982.14		22,000.00
					1,375.00
					<b>20,625.00</b>
			RIV # 12-0876 dtd. 11/13/12 OWP		

**Terms & Conditions:**

- The agency shall impose penalty in an amount equivalent to 1/10 on one (1%) percent of the total value of undelivered order for each day of the delay as liquidated damages.
- If the date of receipt of the Job Order (J.O.) by the dealer is not indicated, it shall be deemed received on the day it was acknowledge to have been received by a representative either through fax or e-mail
- Delivery of the above item(s) shall be made within the prescribed schedule dates. Supplier are advised to inform Procurement Section at least two (2) days before the delivery. Use of elevator shall only be from 09:00 to 11:30 a.m. and 1:30 to 3:00 p.m. during Mon/Wed/Fri (MWF). All item(s) shall be delivered and accepted by the Procurement Section at 15th Floor, Room 1503 Citystate Ctr. Bldg. Pasig City
- Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
- Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery.
- Payment shall be made in full subject to corresponding government taxes within fifteen (15) working days upon receipt of Certificate of Acceptance and Inspection Report

Very truly yours,

*for: Elaine 12/21/12*  
**LOLITA V. TULIAO, CESO V**  
Senior Manager, PRID

Certified Budget Available:	Funds Available in the amount of:	Php22,000.00	APPROVED:
<i>Corazon M. Tabulag</i> <b>CORAZON M. TABULAG</b> Fiscal Controller III	<i>Lilia R. Garrido</i> <b>LILIA R. GARRIDO</b> Fiscal Controller III		<i>OCTAVINO Q. ESGUERRA</i> <b>OCTAVINO Q. ESGUERRA</b> Senior Vice President, MSS HEAD OF THE AGENCY or Authorized Representative
Within the COB:	Expense Code:	Budget:	Remarks:
2012	213-00 (MSS)	22,000.00	Changed to 500 from 1000 11/13/12
CONFORME:		Received copy of J.O.:	
<i>TERESA FIDEL</i> Signature over Printed Name and Position of authorized representative		01/08/13 Date	