

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

PRID-PS-08

J O B O R D E R
(Non-Inventoriable Items)

Supplier CITIBIND CORPORATION
Address 8999-A Aranga St., San Antonio Vill., Makati City
Tel.Fax No. 896-0852 / 899-2625, Fax No. 895-3687
Supplier Registered with: PHILHEALTH

Work Order No. 12-12-078
Date: December 27, 2012
Term of Payment: COD
Mode of Procurement: Direct Contracting

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

Please deliver to this office within

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1	pc	REPLACEMENT OF PARTS OF BINDING MACHINE, Model: Combi-S Model: Combi-S, SN: 26340010.1903	2,000.00	2,000.00
2	1	pc	Binding Lever (missing)	550.00	550.00
			Paper Stop complete		2,550.00
			LESS:		113.84
			GMP 5%	113.84	2,436.16
3	1	lot	Service Charge	600.00	600.00
			LESS:		26.79
			GMP 5%	26.79	573.21
			12-784		
			RIV #		
			12-0860 dtd. 11/12/12 PRSMD - Emily D. Briones		
			TOTAL:		3,009.38

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. With provision for a back-up unit in case of repair.

Very truly yours,

LOLITA V. TULMAO
LOLITA V. TULMAO, CESO V
Senior Manager, PRID

Certified Budget Available: <i>Amfblaw</i>	Funds Available in the amount of: Php3,150.00	APPROVED:
CORAZON M. TABULAO Fiscal Controller III	LILIA R. GARRIDO 11/12/12 Fiscal Controller III	<i>OCTAVINO Q. ESQUERRA</i> OCTAVINO Q. ESQUERRA Senior Vice President, MSS HEAD OF THE AGENCY or Authorized Representative
Within the COB: FY 2012	Expense Code: 942-10 RXP Office Equip	
Budget: 2,315.00 / PRID	Remarks: For PRID 1495, 1-2011	
CONFORME: <i>JOSE B. BERNARDO</i>		Received copy of J.O.: 01-23-13
Signature over Printed Name and Position of authorized representative		Date