

REPUBLIC OF THE PHILIPPINES  
**Philippine Health Insurance Corporation**  
 4/F SSS Bldg., Harrison Road, Baguio City  
 Tel. # (074) 444-9862 / 444-8361 / 446-0371

**PURCHASE ORDER**

Supplier: Copylandia Office Systems  
 Address: GF Paladin Hotel, #136 Abanao Ext. cor Cariño St., Baguio City  
 Tel./Fax No.: 446-5356/446-5357  
 Supplier Registered with: \_\_\_\_\_

P.O. No.: P-12-027  
 Date: 26-Mar-12  
 Term/s of Payment: c.o.d.  
 Mode of Procurement: Direct Contracting

Please deliver to this office within \_\_\_\_\_ upon payment \_\_\_\_\_ from receipt hereof the following:

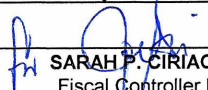


NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	3	roll	Risograph Master GR 75	3,915.00	11,745.00
2	5	tube	Risograph Ink GR 75	1,690.00	8,450.00
3	1	tube	Risograph Ink RZ black	1,690.00	1,690.00
			<b>TOTAL</b>		<b>21,885.00</b>
			Less: 10% Discount		2,188.50
			<b>NET OF DISCOUNT</b>		<b>19,696.50</b>
			Less: 5% Final Tax	879.31	
			1% EWT	175.86	1,055.17
			<b>Net of Tax</b>		<b>20,829.83</b>
					<b>18641.73</b>

**Terms & Conditions:**

- The agency shall impose penalty in an amount equivalent to 1/10 of 1% of the total value of undelivered order for each day of the delay as liquidated damages.
- If the date of receipt of the Purchase Order/P.O. by the dealer is not indicated, it shall be deemed received on the day it was acknowledged to have been received by a representative either through fax or e-mail.
- Delivery Receipt and Sales Invoice shall be required for the 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,

  
**IMELDA CRISTETA D. VILLAMAR**  
 Division Chief, MSD

Certified Budget Available	Funds Available in the amount of: PhP <b>21,885.00</b>	APPROVED:
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">   <b>SARAH P. CIRIACO</b>            Fiscal Controller III 7/29         </div> <div style="width: 45%;">   <b>MARIA LINDA H. GADINGAN</b>            Fiscal Controller III         </div> </div>		 <b>ELVIRA C. VER</b> Regional Vice President, PhRO-CAR <div style="font-size: 1.5em; margin-top: 10px;">3/26/12</div>
Within the COB: _____ Expense Code: _____ Budget: _____ Remarks: _____		

Received Copy of P.O. on

26 MAR 2012

CONFORME:   
**COPYLANDIA OFFICE SYSTEMS CORP.**  
 Print Name and Signature  
 of Supplier/Representative