

PURCHASE ORDER

Philhealth Regional Office 02

Supplier: HLYC Trading	PO NO. : 12-09-064
Address: 1133 E. Aguilar St. Brgy. 266, Zone 024, Tondo Manila	Date : September 5, 2012
TIN: 243-030-591-000 VAT	P. R. NO:
Mode of Procurement: Public Bidding	Date :

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein.

Place of Delivery: The Builder's Place, Del Rosario St., Tug. City	Delivery Term: 25 days
Date of Delivery:	Payment Term: credit

Stock #	Unit	Description	Supplier's Quotation	Qty.	Unit Cost	Amount
	units	Printer – LaserJet, Standalone		5	7,650.00	38,250.00
		Details	Standard			
		Brand	Any			
		Model	Any			
		Printing Speed	At least 15 pages per minute			
		Maximum Print resolution (dots per inch)	600dpi x 600dpi			
		Memory (Minimum)	2 MB built-in RAM			
		Interfaces Supported	Bi-directional interface, IEEE 1284-Compliant			
		Monthly Duty Cycle	10,000 pages			
		Media Types (cards, labels, envelopes, plain paper, transparencies)	Yes			
		Warranty	3 years for bulk purchase			
		TERMS and Conditions	comply			
		I. SUPPLY, DELIVERY, AND TESTING SCHEDULE				
		1.1 The delivery and installation period to PhilHealth Regional Office 2 shall be twenty five (25) calendar days upon the issuance of the Purchase Order. All expenses for the delivery of the above-mentioned IT Equipment shall be at the expense of the winning bidder. A penalty of one-tenth (1/10) of one (1) percent (%) of the cost of delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the PHHC authorized.	comply			
		1.2 The proponent should provide the description of said equipment. The breakdown of parts (with serial numbers), software CD power adapter (if applicable).	comply			
		1.3 The proponent should provide all user manuals, technical materials, system manuals, troubleshooting and installation guide.	comply			
		1.4 The proponent must indicate the details of installation for the entire project. Both parties will determine the installation and implementation of the other services based upon the agreed schedule. Implementation will immediately commence upon the issuance of the Notice to Proceed. The winning proponent shall guarantee the installation and testing the equipment for seven (7) days after the delivery of the same.	comply			
		II. TECHNICAL ASSISTANCE				
		2.1 The proponent should be able to provide a technical team and dedicated personnel who will be tasked with the supply, delivery, configuration, installation testing and maintenance of the equipment. This team shall be composed of a project manager and support staff (all references should be listed to validate information).	comply			

	2.2 During the period of the project, the proponent team should successfully provide technical assistance for hardware supply, maintenance and support.	comply			
	2.3 The winning bidder should coordinate with MR. MARLON T. MALANA or MARLON A. ORTEZA of the Information & Technology Management Section regarding the technical support and other matters after awarding of project in order to facilitate a faster response with the needed support.	comply			
	III. WARRANTY AND AFTER SALES SUPPORT FOR COMPUTER, LAPTOP, PRINTER, and SCANNER	comply			
	3.1 For After Sales Support, the supplier should be able to present a certification from the manufacturer, the list of certified service engineers. The supplier shall designate a certified service engineer (company name, contact person and phone number) out of the list provided by manufacturer. All service units should be of equal/ superior specification to that of the delivered units.	comply			
	3.2 A seven (7) hours a day and five (5) times a week (7x5) on-call and on-site support must be made available to PHIC. If any of the delivered IT equipment malfunctions, the PRO General Services Unit shall forward the encountered problem after proper evaluation and recommendation of the Information Technology Management Section to the designated certified service engineer/ authorized service center via e-mail / facsimile and helpdesk (phone).	comply			
	The Service Response Time				
	On Call	On Site	Remarks		
	8am to 5 pm	5 pm, next business day (On site cut-off period)	The on-site service engineer should be able to provide recommendation within the cut-off period. Penalty shall be imposed if lapses occurred after the cut-off period.		
	3.3 The winning bidder shall provide a Local Service Center (LSC) (from Tuguegarao City or any LSC from the Region) which will be responsible in trouble shooting IT equipment problems ranging from simple to complex.	comply			
	3.5 A strict implementation of one-tenth (1/10) of one (1) percent (%) penalty of the unit price of the defective item shall be imposed for every day of delay on service response time / issuance of service unit. To properly monitor or validate the performance of the service engineer, he/she is required to provide a service/ job order form indicating the current date, time and the transaction transpired in the PhilHealth Regional Office 2 (where the supportservice from the supplier is conducted.) As soon as the engineer had checked and declared that the defective unit/s cannot be repaired within the service response time or on-site cut-off period, the units should be made available within the next 48 hours. Any movement of the service unit/s and malfunctioned/repared unit/s shall be charged against the account of winning supplier. The assigned service engineer should be able to determine on-site if defective equipments/s is/are under warranty or not. But, once the defective unit/s has/have been pulled-out by the ser replaced with a new unit (should be equal or higher specification).	comply			
	V. TRAININGS				
	5.1 The Supplier must provide technical trainings free of charge. The training must be provided thirty (30) calendar days after the delivery period. The Supplier must provide in-depth technical trainings at manufacturers' authorized training centers/laboratory and to be conducted by manufacturers' certified trainers/instructors for PhilHealth Regional Office 2 technical support personnel. The trainings shall focus on the technology used by the equipment and its applications and must include hands-on	comply			
	The following courses are listed below:				
	Course Title	Venue	Duration		
	Intensive Hardware and Software Training for Desktop PC	PhilHealth Regional Office 2	½ day		

Windows 7 Advance Technical Training (Course: Installing & Configuring Windows 7 Operating System)	PhilHealth Regional Office 2	½ day			
MS Office 2007	PhilHealth Regional Office 2	½ day			
Printer Trouble Shooting Maintenance	PhilHealth Regional Office 2	½ day			
VI. DOCUMENTATION					
6.1 The bidder must provide user system manuals and technical materials of each device. Complete documentation of software and licenses, utility and recovery disks must also be provided including the inventory of the desktop PC components, Laptops, Flatbed Scanner, Surveillance Camera & Printers and their serial number.		comply			
VII. ACCEPTANCE					
7.1 PhilHealth Regional Office 2 technical personnel must review and approve the installation and testing conducted by the vendor based on the test and actual results submitted. All deliverables mentioned above should be checked by PhilHealth Regional Office 2 and compiled by the vendors before final acceptance and turn over of the project.		comply			
(Total Amount in Words) Thirty Eight Thousand Two Hundred Fifty Pesos.					38,250.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed. Render your bills in triplicate copies including the original. If the date of receipt of the PO by the dealer is not indicated, it shall be deemed received on the 10th working day from the date of the approval of the PO. For imported items, IMPORTANT DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased and the tax receipts should be submitted by the supplier.

CONFORME:

Carmil P. Pera-verde 9/12/2012
CARMIL P. PERA-VERDE
(Signature over Printed Name of Supplier)

Very truly yours,

Lovelyne B. Sabban
LOVELYNE B. SABBAN
Division Chief IV

APPROVED BY:

Oscar B. Abadu, Jr.
OSCAR B. ABADU, JR.
Regional Vice President

Funds Available:

Kelly Mae D. Calimag
KELLY MAE D. CALIMAG
Head - Comptrollership Unit

OBJECT OF EXPENDITURES:

AMOUNT

1. _____
2. _____
3. _____