

PURCHASE ORDER

OFFICE/DEPARTMENT: MSD

Supplier: BODEGA GLASSWARE
 Address: Prieto & Abella Sts., Naga City
 Tel./Fax No.: _____
 Supplier Registered with: _____

DEC 20 2013
 ROMM-P-006
 Date: 12/20/13
 Mode of Procurement: Public Bidding

Please deliver to this office within 30 from receipt hereof the following:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	3	unit	Filing cabinet 2 drawer	7,289.00	21,867.00
	12	unit	Filing cabinet 4 drawer	8,896.00	106,752.00
	4	unit	Magazine Rack	6,789.00	27,156.00
			-----		155,775.00
			PRO & LHIO use		

Terms & Conditions:

- Purchase Order (PO) shall be accepted by the supplier before the delivery of goods and/ or services.
- NO price increase shall be made by the supplier within seven (7) days from the date of the acceptance of PO.
- Non-availability of stock shall be made known to PhilHealth before the acceptance of PO.
- PhilHealth shall have the right to reject and return the items and cancel the corresponding PO if goods delivered are defective, incomplete or non-compliant as specification when quoted.
- In case of returned/rejected items which cannot be replaced within seven (7) calendar days from notice, PhilHealth shall demand full refund of payment made "in cash" or "in check" three (3) calendar days. Deliveries should be made within office hours on working days on or before the date stipulated in the PO.

Very truly yours,

Note. This serves as a Notice to Proceed

for chd rpo
 LORENA M. RUBIS
 Chief, Mgt. Services Div.

Certified Budget Available: Funds Available in the amount of: <u>155,775.00</u>		APPROVED:
LERI L. LAGAN Budget Officer Designate	SHIRLEY S. VICTORIA Fiscal Controller IV	 ORLANDO D. INIGO, JR. Regional Vice-President
With in the COB: _____		
Expense Code: _____		
Bdget: _____		
Remarks: _____		Date
2013		
Conforme: CAPEX 239-00, ASS 155,775.00 <i>Jerilyn Q. Topasi</i>		
Signature over Printed Name and Position of Authorized Representative 2013-12-00468		

INSTRUCTIONS ON HOW TO USE THIS FORM:

- This form shall be used for simple purchases of supplies & other materials, for one time delivery or other simple delivery items.
- This form shall be accomplished by the staff of the Procurement Section upon decision of the Division Chief & Senior Manager as to which supplier has submitted the lowest quotation and if it had met the required specs.
- All other terms and conditions stated herein are valid upon completion of signatories of authorized personnel.
- The budget allocated must be affixed on the PO by routing to the Comptrollership Department upon approval of the PO.
- This serves the purpose of a contract which shall be the basis of any delivery requirement and payment processing.
- This form shall be prepared in 3 copies distributed as follows:
 - 1 copy - PRID
 - 1 copy - Comptrollership Dept.
 - 1 copy - COA

