

PURCHASE ORDER

PHILHEALTH REGIONAL OFFICE V

LINK NETWORK SOLUTIONS INC.

Supplier:

Naga City

Address:

Tel./Fax No.:

Supplier Registered with:

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

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
6	cars	ink, Canon 810 Black	900.00	5,400.00	
3	cars	ink, Epson 73N black	500.00	1,500.00	
3	cars	ink, Epson 73 N Cyan	500.00	1,500.00	
3	cars	ink, Epson 73 N Magenda	500.00	1,500.00	
3	cars	ink, Epson 73 nN Yellow	500.00	1,500.00	
20	cars	Toner HP 90A	8,000.00	160,000.00	
18	cars	Toner HP 42 A	7,000.00	126,000.00	
4	units	Fuser Film Assembly HP4014 printer	29,500.00	118,000.00	
4	units	Fuser Film Assembly HP4250 printer	20,000.00	80,000.00	
				495,400.00	

Terms & Conditions:

1. Purchase Order (PO) shall be accepted by the supplier before the delivery of goods and/or services.
2. NO price increase shall be made by the supplier within seven (7) days from the date of the acceptance of PO.
3. Non-availability of stock shall be made known to PhilHealth before the acceptance of PO.
4. 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.
5. 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,

LORENA M RUBIS

Chief - MSD

NOTE: This serves as a Notice to proceed

Certified Budget Available: <u>495,400.00</u>		Funds Available in the amount of: <u>495,400.00</u>	
LERI L. LAGAN		SHIRLEY S. VICTORIA	
Budget officer Designate		Fiscal Controller IV	
With in the COB:		CY 2013	
Expense Code:		785-00	
Bdget:		Assorted, 785-00	
Remarks:		495,400.00	
Conforme:		2013-11-00017	
Signature over Printed Name and Position of Authorized Representative		Date	
<u>Rosemary Aruts Sales Officer</u>		11/15/2013	
APPROVED:		ORLANDO D IRIGO JR	
		RVP - PROV	

INSTRUCTIONS ON HOW TO USE THIS FORM:

1. This form shall be used for simple purchases of supplies & other materials, for one time delivery or other simple delivery items.
2. 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.
3. All other terms and conditions stated herein are valid upon completion of signatures of authorized personnel.
4. The budget allocated must be affixed on the PO by routing to the Comptrollership Department upon approval of the PO.
5. This serves the purpose of a contract which shall be the basis of any delivery requirement and payment processing.
6. This form shall be prepared in 3 copies distributed as follows:

