

Republic of the Philippines  
PHILIPPINE HEALTH INSURANCE CORPORATION  
PHILHEALTH REGIONAL OFFICE-CORDILLERA ADMINISTRATIVE REGION

POMM-P-007

**JOB ORDER**  
(Non-Inventoriable Items)  
OFFICE/DEPARTMENT: \_\_\_\_\_

Supplier: Toyota Baguio City  
Address: Bokawkan Rd. Corner Aguila Street, Baguio Cit  
Tel.Fax No.: \_\_\_\_\_  
Supplier Registered with: \_\_\_\_\_

Work Order No.: J-13-090  
Date: Dec. 17, 2013  
Term of Payment: C.O.D  
Mode of Procurement: Direct Contracting

Please deliver to this office within 5 days upon approval of final sample.

Noted: Additional \_\_\_\_\_ working days submit for approval of text /sample.

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
	2		160,000km check up(RPMS) Toyota Innova SHU 882		18,732.86
			less: 5% Final Tax	836.29	18,732.86
			2% EWT	334.52	
				1,170.80	
				<b>Net of Tax</b>	<b>17,562.06</b>

**Terms & Conditions:**

1. The agency shall impose penalty in an amount to 1/10 on one (1%) percent of the total value of undelivered order for each day of the delay as liquidated damages.
2. 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 acknowledged to have been received by a representative either through fax or e-mail.
3. Delivery of the above item/s shall be made within the prescribed schedules dates. Suppliers are advised inform Procurement Section at least two (2) days before the delivery. Use of elevator shall be from 9:00 AM to and 1:30 PM to 3:00 PM 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.
4. Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of goods.
5. Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery.
6. In case the series of layout/design presented by the supplier does not satisfy the end -user, the Corporation has right to cancel the Job Order (JO).
7. 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,

*[Signature]*  
**IMELDA CRISTETA D. VILLAMAR**  
Division Chief, MSD

Certified Budget Available: _____ Funds Available in the amount of: <u>18,732.86</u>		<b>APPROVED:</b>  <i>[Signature]</i> <b>Atty. JERRY F. IBAY- RVP PRO CAR</b> Head of the Agency or Authorized Representative
<b>LILIBETH M. PALACI</b> Fiscal Examiner A	<b>MARIA LINDA H. GADINGAN</b> Fiscal Controller III	
With in the COB: <u>2013</u> Expense Code: <u>847.00</u> Bdgct: _____ Remarks: _____		CONFIRMED: <i>[Signature]</i> Signature over Printed Name of Supplier/ Representative
Received copy of J.O. on <u>DEC. 18, 2013</u> Date		

**INSTRUCTIONS ON HOW TO USE THIS FORM:**

1. This form shall be used for the acquisition of services such as printing, renovation, etc.
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 signatories 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.