

Republic of the Philippines
Philippine Health Insurance Corporation
 PHILHEALTH REGIONAL OFFICE - CORDILLERA ADMINISTRATIVE REGION
 Management Services Division
 4/F SSS Bldg., Harrison Road, Baguio City
 Tel. # (074) 444-9862 / 444-8361 / 446-0371

PURCHASE ORDER

Supplier: The Stable Educational Supply
 Address: Lower Bonifacio St., Baguio City
 Tel./Fax No.: 444-9665
 Supplier Registered with: _____

P.O. No.: P-13-017
 Date: 6-Mar-13
 Term/s of Payment: on account
 Mode of Procurement: Shopping

Please deliver to this office within 10 days from receipt hereof the following:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	1	unit	Dater Machine, self-inking	301.00	301.00
2	200	PC	BALLPOINT PEN, black	19.75	3,950.00
3	184	PC	BALLPOINT PEN, blue	19.75	3,634.00
4	30	PC	BALLPOINT PEN, green	19.75	592.50
5	53	PC	BALLPOINT PEN, red	19.75	1,046.75
6	6	PC	BALLPOINT PEN, violet	19.75	118.50
7	37	BOX	CONT. FORMS, 11x10-5/8, 2ply, plain	990.25	36,639.25
8	40	BOT	CORRECTION FLUID, waterbased, 15ml	28.50	1,140.00
9	215	PC	ENVELOPE, documentary, 9 x 12	1.00	215.00
10	192	PC	ENVELOPE, documentary, 10 x 15	1.17	224.64
11	204	PC	ENVELOPE, expanding, kraftboard, short	7.75	1,581.00
12	50	PC	FOLDER, legal, cream	3.35	167.50
13	15	PC	FOLDER, pressboard, expanding, legal	8.50	127.50
14	35	PC	FOLDER, expanding, w/ metal tag, long	19.75	691.25
15	7	BOT	INK, for stamp pad, black	8.50	59.50
16	47	PC	MARKER, permanent, black, broad tip	28.75	1,351.25
17	43	PC	MARKER, permanent, blue, broad tip	28.75	1,236.25
18	38	PC	MARKER, permanent, red, broad tip	28.75	1,092.50
19	50	PACK	PAPER, Vellum Board, 13 x 8, 10s	20.00	1,000.00
20	32	BOX	PAPER FASTENER, plastic, 8-10 inches	24.00	768.00
21	15	PC	PENCIL SHARPENER, single cutterhead	180.00	2,700.00
22	11	PC	RECORD BOOK, 200 pages	29.00	319.00
23	76	BOX	STAPLE WIRE, for standard stapler, #35, 500s	23.00	1,748.00
			Total		60,703.39
			Less: 5% Final Tax	2,709.97	
			1% EWT	541.99	
			Net of Tax		57,451.43

60,773.39
 3,285.72
 57,517.67

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
IMELDA CRISTETA D. VILLAMAR
 Division Chief, MSD

Certified Budget Available	Funds Available in the amount of: PhP 60,703.39	APPROVED:
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>Lilibeth M. Palaci</i> LILIBETH M. PALACI Fiscal Examiner A/ Budget Officer-Des.</p> </div> <div style="width: 45%;"> <p><i>Mirasol E. Adrias</i> MIRASOL E. ADRIAS Fiscal Controller IV</p> </div> </div>		<p><i>Elvira C. Ver</i> ELVIRA C. VER Regional Vice President</p>
Within the COB: _____ Expense Code: _____ Budget: _____ Remarks: _____		

Received Copy of P.O. on <u>3-8-2013</u>	CONFORME: <div style="text-align: center;"> <i>Imelda Cristeta D. Villamar</i> Print Name and Signature of Supplier/Representative </div>
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