

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

PURCHASE ORDER

Supplier: Baguio Office Systems & Solutions, Inc.
Address: 3F E.S. Clemente Bldg., Shanum St., cor. Otek St., Burnham Park, BC
Tel./Fax No.: 444-2994
Supplier Registered with: _____

P.O. No.: P-13-019
Date: 6-Mar-13
Term/s of Payment: on account
Mode of Procurement: Small Value

Please deliver to this office _____ 10 days

from receipt hereof the following:




NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	5	SET	BOOKENDS, steel, big	125.00	625.00
2	66	PC	CORRECTION TAPE, w/ dispenser, 5mmx10m	24.30	1,603.80
3	36	PC	DATA FILE FOLDER, 3" x 9" x 15", arc file, vertical file	100.00	3,600.00
4	2	REAM	PARCHMENT, legal size	205.00	410.00
5	8	PC	POST-IT FLAG, small, #M 683-5CF	220.00	1,760.00
6	34	PC	POST-IT FLAG, standard flags, 3M 680-1	80.00	2,720.00
7	11	CA	RIBBON, for Amano Bundy Clock, EX3000N	325.00	3,575.00
8	9	BOX	RUBBER BAND, small, 445g/box	188.00	1,692.00
9	14	PC	STAMP PAD FELT, Ink Pad for Trodat Printy 2660	18.00	252.00
			Total		16,237.80
			Less: 5% Final Tax	724.90	
			1% EWT	144.98	
			Net of Tax		15,482.45


Terms & Conditions:

1. 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.
2. 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.
3. Delivery Receipt and Sales Invoice shall be required for the one-time complete delivery of the goods.
4. Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery.
5. 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
Division Chief, MSD

Certified Budget Available	Funds Available in the amount of PhP 16,237.80	APPROVED:
 LILIBETH M. PALACI Fiscal Controller II/ Budget Officer - Des.	 MARIA LINDA H. GADINGAN Fiscal Controller III	 FELVIRA C. VER Regional Vice President
Within the COB: <u>2013</u>		
Expense Code: <u>774-10</u>		
Budget: _____		
Remarks: _____		

Received Copy of P.O. on _____	CONFORME:  3/11/13 Print Name and Signature of Supplier/Representative
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