

REPUBLIC OF THE PHILIPPINES
Philippine Health Insurance Corporation
4/F SSS Bldg., Harrison Road, Baguio City
Tel. # (074) 444-9862 / 444-8361 / 446-0371

PURCHASE ORDER

Supplier: Copylandia Office Systems
Address: GF Paladin Hotel, #136 Abanao Ext. cor Cariño St., Baguio
Tel./Fax No.: 446-5356/446-5357
Supplier Registered with: _____

P.O. No.: P-13-025
Date: 20-Mar-13
Term/s of Payment: c.o.d.
Mode of Procurement: Direct Contracting

Please deliver to this office within _____ upon payment _____ from receipt hereof the following:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	10	tube	Ink for Risograph, RZ black	1,690.00	16,900.00
			Less: 10% Discount		1,690.00
			Net of Discount		15,210.00
2	6	pc	Toner, Fax Machine, PP1390	5,950.00	35,700.00
			Total		50,910.00
			Less: 5% Final Tax	2,272.77	
			1% EWT	454.55	
			Net of Tax		2,727.32
					48,182.68

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,

MELODA CRISTETA D. VILLAMAR
Division Chief, MSD

Certified Budget Available	Funds Available in the amount of: PhP <u>50,910.00</u>	APPROVED:
<u>LILIBETH M. PALACI</u> Fiscal Controller I/ Budget Officer-Des.	<u>MIRASOL E. ADRIAS</u> Fiscal Controller IV	<u>ELVIRA C. VER</u> Regional Vice President
Within the COB:		
Expense Code:		
Budget:		
Remarks:		

Received Copy of P.O. on Mar 25, 2013

CONFORME:

MARK JOSEPH ESTEBAN
Print Name and Signature
of Supplier/Representative