

**J O B O R D E R**  
 (Non-Inventoriable Items)

Supplier BEST SHOT PRINTING  
 Address 109 Kamias Rd., Quezon City  
 Tel.Fax No. 435-0772, 924-2548  
 Supplier Registered with: PHILHEALTH

: Order No. 14-07-071  
 Date: July 22, 2014  
 Term of Payment: On Account  
 Mode of Procurement: Small Value Procurement

Please deliver to this office within **45 working days** upon approval of the following

Note: Additional five (5) working days for approval of sample

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
	219	PCS	PRINTING OF CORPORATE BUSINESS CARDS  Specs: Size : 9 cm (w) x 5.25 cm (h) Finish: Matte Spot UV Stock: Special Paper Process: Offset Printing  LESS: EWT 2% 1,091.09 GMP 5% 2,727.72  RIV # 14-0311 dtd. 04/15/14 Corcomm, 14-0438 dtd. 05/08/14 OVP, VP-OSDO & Corplan, 14-0349 dtd. 05/08/14 OVP, VP-OSDO & Corplan	279.00	61,101.00  61,101.00  3,818.81  57,282.19

**07 - 3 13**

**Terms & Conditions:**

- The agency shall impose penalty in an amount equivalent to 1/10 on one (1%) percent of the total value of undelivered order for each day of the delay as liquidated damages.
- 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 acknowledge to have been received by a representative either through fax or e-mail
- Delivery of the above item(s) shall be made within the prescribed schedule dates. Supplier are advised to inform Procurement Section at least two (2) days before the delivery. Use of elevator shall only be from 09:00 to 11:30 a.m. and 1:30 to 3:00 p.m. 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
- Delivery Receipt and Sales Invoice shall be required for 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. With provision for a back-up unit in case of repair.

Very truly yours,

*ELY E. ROXAS*  
**ELY E. ROXAS**

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	Php61,101.00	APPROVED:
<i>Corazon M. Tabulao</i> CORAZON M. TABULAO Fiscal Controller III	<i>Lilia E. Garrido</i> LILIA E. GARRIDO Fiscal Controller III		<i>Leila S. Tuazon</i> LEILA S. TUAZON OIC, HEAD - SBAC HEAD OF THE AGENCY or Authorized Representative
Within the COB: <u>2014</u>	Expense Code: <u>863-00 / GASS</u>	Budget: <u>61,101.00</u>	
Remarks: <u>change to Corcomm, OVP-OSDO &amp; Corplan</u>			
Received copy of J.O on _____			CONFORME: <i>ELY E. ROXAS</i> Print Name and Signature of Supplier/Representative