

REPUBLIC OF THE PHILIPPINES  
**Philippine Health Insurance Corporation**  
 709 CityState Center Bldg.  
 Shaw Blvd. Brgy. Oranbo, Pasig City  
 Telefax No. 637-3158 637-4735

**PURCHASE ORDER**

Supplier **TUAN BON OFFICE SUPPLIES CORPORATION** Purchase Order No. **11-127-14**  
 Address **484 E.T. Yuchengco St. Binondo, Manila** Date: **November 14, 2014**  
 Tel.Fax No. **242-0144 242-0150** Term of Payment: **C.O.D**  
 Supplier Registered with: **PHILHEALTH** Mode of Procurement: **Shopping**

Please deliver to this office within **C.O.D** from receipt hereof the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	290	pcs	Ballpoint Pen, Fine Point, Blue	4.00	1,160.00
2	130	pcs	Binder Clip, Large	3.75	487.50
3	170	pcs	Binder Clip, Medium	1.50	255.00
4	152	box	Binder Clip, Small	0.70	106.40
5	16	tube	Blade for small cutter (L-200), (10pcs./tube)	80.00	1,280.00
6	189	box	Fastener, Metal & Plastic combination, 2 pcs./clip 50 sets/box	26.50	5,008.50
7	31	reams	Paper Bond, Sub-20, A3	160.00	4,960.00
8	19	reams	Paper Bond, Sub-20, short	125.00	2,375.00
9	35	rolls	Tape Adhesive, size 1" double sided with foam	60.00	2,100.00
10	55	rolls	Tape Adhesive, size 1" double sided without foam	20.00	1,100.00
11	25	rolls	Duct Tape, Size" 2"	85.00	2,125.00
					20,957.40
					LESS: EWT 1% 187.12
					GMP 5% 935.60
					1,122.72
					<b>19,834.68</b>
RIV # 14-0424 dtd. 06/03/14 PRID - 1st Quarter Stock 2014					

**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 Purchase Order / P.O. by the dealer is not indicated, 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
- 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*

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	Php20,957.40	APPROVED:
<i>Corazon M. Tabulao</i> CORAZON M. TABULAO Fiscal Controller III	<i>Lilia R. Garrido</i> LILIA R. 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: <i>7/20/14</i>	Expense Code: <i>774-10 / various</i>	Budget: <i>20,957.40</i>	11-302
Remarks: <i>[Signature]</i>			
CONFORME:		<i>LORIE LARISTAN</i> Signature over Printed Name and Position of authorized representative	Received copy of P.O. <i>11-28-14</i> Date