

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 <b>GEM STATIONERY, INC.</b>	Purchase Order No. <b>12-144-14</b>
Address <b>613 Condesa St. Binondo, Manila</b>	Date: <b>December 16, 2014</b>
Tel.Fax No. <b>242-4860</b>	Term of Payment: <b>C.O.D</b>
Supplier Registered with: <b>PHILHEALTH</b>	Mode of Procurement: <b>Shopping</b>

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

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	32	cans	Computer Cleaner, Wipe Out	58.00	1,856.00
2	30	reams	Paper, book paper, Long S20	145.50	4,365.00
3	20	reams	Paper, book paper, Short S20	123.00	2,460.00
4	283	bx	Staple Wire for Standard Stapler, No. 35 (5,000/box)	17.95	5,079.85
5	311	pack	Sticker Paper, A4 (10pcs/pack)	26.95	8,381.45
6	329	bx	Fastener, metal & plastic combination, 2 pcs. clip, 70mm, (50 sets/box)	18.75	6,168.75
7	925	pcs	Ballpoint Pen, Fine Point, Black	20.00	18,500.00
8	714	pcs	Ballpoint Pen, Fine Point, Blue	20.00	14,280.00
9	249	pcs	Ballpoint Pen, Fine Point, Red	20.00	4,980.00
10	2	reams	Paper Bond, Sub-20, A3	241.90	483.80
					66,554.85
					LESS: EWT 1% 594.24
					GMP 5% 2,971.20
					3,565.44
					<b>62,989.41</b>
RIV #					
14-0963 dtd. 10/20/14 PRID - 4th Quarter Stock 2014					
14-0969 dtd. 10/21/14 PRID - 4th Quarter Stock 2014					
14-0933 dtd. 10/13/14 PRID - 4th Quarter Stock 2014					
14-0962 dtd. 10/20/14 PRID - 4th 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,

*[Signature]*  
**ELY E. ROXAS**

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	<b>Php66,554.85</b>	APPROVED:  <i>[Signature]</i> <b>LEILA S. TUAZON</b> OIC Head - SBAC HEAD OF THE AGENCY or Authorized Representative
CORAZON M. TABULAO Fiscal Controller III		LILIA R. GARRIDO Fiscal Controller III	
Within the COB: <b>12-400</b> Expense Code: <b>774-10</b> Budget: <b>\$ 66,554.85</b> Remarks:			
CONFORME: <i>[Signature]</i> Signature over Printed Name and Position of authorized representative		Received copy of P.O.: <i>[Signature]</i> Date	