



Republic of the Philippines  
PHILIPPINE HEALTH INSURANCE CORPORATION

PUMMP-007

**JOB ORDER**  
(Non-Inventoriable Items)  
OFFICE/DEPARTMENT: PRO 1

Supplier: JPZ APPLIANCE SERVICE CENTER  
Address: Arellano Bani, Dagupan City  
Tel. Fax No.: 515-9510  
Supplier Registered with: 103-626-007 NV

Work Order No.: 2014-005  
Date: 2/24/2014  
Term of Payment: Charge  
Mode of Procurement: Negotiated under Small Value Procurement

Please deliver to this office within \_\_\_\_\_ upon approval of final sample.  
Note: Additional \_\_\_\_\_ working days to submit for approval of text / sample.

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
	1	lot	System reprocessing with general cleaning of 1 unit 2.5HP Split-type aircon located at COA Office XXXXXXXXXXXXXXXXXXXX nothing follows XXXXXXXXXXXXXXXX Less: TAX VAT (3%)		4,500.00
					135.00
			RIV No. 14-Q207-Q147	<b>TOTAL - NET OF VAT</b>	<b>4,365.00</b>

## Terms &amp; 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 at 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 acknowledged 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. Suppliers are advised to inform Procurement Section at least two (2) days before the delivery. Use of elevator shall be from 9:00AM to 11:30 AM and 1:30PM to 3:00PM during Mon/Wed/Fri (MWF). All item/s shall be delivered and accepted by the Procurement Section at 15th Floor, Room 1503 Citystate Cor. Bldg. Haski 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.
- In case the series of layout/design presented by the supplier does not satisfy the end-user, the Corporation has the right to cancel the Job Order (JO).
- 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,

*CYNTHIA S. SANTOS*  
CYNTHIA S. SANTOS  
Division Chief IV, MSD

Certified Budget Available: <i>JOSE A. MONES</i> Fiscal Controller III	Funds Available in the amount of: <u>4,365.00</u> <i>JANE C. RAGOS</i> Fiscal Controller IV	APPROVED: <i>ELVIRA C. VER</i> REGIONAL VICE PRESIDENT, PRO1
With in the COB: Expense Code: Budget: Remarks:		
Received copy of J.O. on <u>2-28-14</u> Date:		CONFORME: <i>Cristy A. Amador</i> Signature over Printed Name of Supplier / Representative

## INSTRUCTIONS ON HOW TO USE THIS FORM:

- This form shall be used for the acquisition of services such as printing, renovation, etc.
- This form shall be accomplished by the staff of the Procurement Section upon decision of the Division Chief & Senior Manager as to which supplier has submitted the lowest quotation and if it had met the required specs.
- All other terms and conditions stated herein are valid upon completion of signatories of authorized personnel.
- The budget allocated must be affixed on the PO by routing to the Comptrollership Department upon approval of the PO.
- This serves the purpose of a contract which shall be the basis of any delivery requirement and payment processing.
- This form shall be prepared in 3 copies distributed as follows:  
1 copy - PRID  
1 copy - Comptrollership Dept.  
1 copy - COA

