



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

POMM-P-007

JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: PRO 1

Supplier: MOTORCENTER, INC.
Address: National Highway, Calasiao, Pangasinan
Tel. Fax No.: 522-6538
Supplier Registered with: 000-252-165-000 VAT

Work Order No.: 2014-034
Date: 9/5/2014
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
			Repair and Maintenance of Nissan Frontier, SFK 433		
			Materials/Parts:		
	4	pcs	Heater plug	450.00	1,800.00
	1	pc	Actuator lock, LH	1,250.00	1,250.00
	1	pc	Caliper piston	1,450.00	1,450.00
	1	set	Caliper kit	990.00	990.00
	4	pcs	Suspension bushing, lower	650.00	2,600.00
	1	set	Wiper blade	1,080.00	1,080.00
	1	pc	Air element filter	850.00	850.00
	1	pc	Fender liner, rh	1,880.00	1,880.00
	7	pcs	Fender liner clips	85.00	595.00
			Total - Materials		12,495.00
			Labor/Service:		
		Electrical Works:	Troubleshooting of electrical lines, traced the grounded connections, battery has no problem, (hard to start every morning and discharges battery)		
			- fix grounded connections going to heater plug	2,850.00	2,850.00
			- replace heater plug		
			Actuator lock, LH (not functioning)	850.00	850.00
			- replace actuator lock, LH w/ fixing of connections		
		Mechanical Works:	Check leaks on front wheel , left side (caliper piston & caliper kit need to replace)		
			- replacement of caliper piston & caliper kit	600.00	600.00
			- apply brake cleaner & change brake fluid		
			Check rattles on front wheel		
			- replacement of suspension bushing, lower	600.00	600.00
			Replace air element filter	FREE	
			Replace RH fender liner and clips	150.00	150.00
			Replace wiper blade	FREE	
		Glass Works:	Removal & installation of rr camper glass, rh & lh	2,900.00	2,900.00
			Apply sealant		
		Machine Works:	Press out/in suspension bushing	1,200.00	1,200.00
		Outside Works:	Repair door lock mechanism (w/ materials)		1,250.00
			Camber correction with alignment	1,480.00	1,480.00
			Total - Labor		11,880.00
			TOTAL - L&M		24,375.00
			Less: TAX		
			VAT (5%/1.12) (Materials)	557.81	
			EWT (1%/1.12) (Materials)	111.56	
			VAT (5%/1.12) (Labor)	530.36	
			EWT (1%/1.12) (Labor)	106.07	1,305.80
			RIV No. 14-0811-0330		
			Requesting Unit: Motorpool Unit		
			Total - Net of Tax		23,069.20

Terms & Conditions:

1. 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.
2. 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.
3. 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 Ctr. Bldg. Pasig City.
4. Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
5. Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery.
6. 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).
7. 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,

LA 9/11/14
CYNTHIA S. SANTOS
 Division Chief IV, MSD

Certified Budget Available: _____ Funds Available in the amount of: <u>24.3 K</u>		APPROVED: _____ Division Chief IV, MSD	
JOSE A. MONES Fiscal Controller III		JANE C. RAGOS Fiscal Controller IV	
With in the COB: <u>2014</u> Expense Code: <u>MSD-1551</u> Bdgct: _____ Remarks: _____		PHILHEALTH REGIONAL OFFICE I COA SEP. 12 2014 Received By: <u>Mones</u> Time: <u>10:35 AM</u>	
Received copy of J.O. on _____		CONFORME: <u>M. Rosano</u> Signature over Printed Name of Supplier / Representative	
Date <u>09-10-14</u>			

INSTRUCTIONS ON HOW TO USE THIS FORM:

1. This form shall be used for the acquisition of services such as printing, renovation, etc.
2. 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.
3. All other terms and conditions stated herein are valid upon completion of signatories of authorized personnel.
4. The budget allocated must be affixed on the PO by routing to the Comptrollership Department upon approval of the PO.
5. This serves the purpose of a contract which shall be the basis of any delivery requirement and payment processing.
6. This form shall be prepared in 3 coopies distributed as follows:

1 copy - PRD	1 copy - Comptrollership Dept.	1 copy - COA
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