



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.: 2014-035
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 Terrano, SFK 488		
			Materials/Parts:		
	1	pc	Oil filter	650.00	650.00
	5	ltrs	Synthetic engine oil	550.00	2,750.00
	1	pc	Brake master assy.	4,500.00	4,500.00
	1	pc	Hydrovac assy	9,500.00	9,500.00
	1	can	Brake cleaner	365.00	365.00
	2	btls	Brake fluid	175.00	350.00
	2	btls	Coolant	220.00	440.00
			Labor/Service:		
			Change engine oil and filter		
			Check all wheel brakes		
			- replace brake master assy		
			- replace brake booster/hydrovac assy		
			- clean front wheel brakes		
			- clean rear wheel brakes		
			- bleed brakes and change brake fluid		
			Check radiator assy (leaking)		
			- repair of radiator leakages		
			- radiator overhaul		
			- added coolant		
			xxxxxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxx		
			Less: TAX		
			VAT (5%/1.12) (Materials)	828.35	
			EWT (1%/1.12) (Materials)	165.67	
			VAT (5%/1.12) (Labor)	142.86	1,136.88
			RIV No. 14-0829-0348		
			Requesting Unit: Motorpool Unit		
			Total - Net of Tax		20,618.12
			Total - Materials		18,555.00
			Total - Labor		3,200.00
			TOTAL - L&M		21,755.00

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 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 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.
- 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,

WSA g/c/n
CYNTHIA S. SANTOS
Division Chief IV, MSD

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Budget Available: _____ Funds Available in the amount of: <u>26,785</u>		APPROVED: <div style="text-align: center; margin-top: 20px;"> J. C. VER REGIONAL VICE PRESIDENT, PRO1 </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> JOSE A. MONES Fiscal Controller III </div> <div style="width: 45%;"> JANE C. RAGOS Fiscal Controller IV </div> </div>		<div style="text-align: center; margin-top: 20px;"> Myra R. Rosano Signature over Printed Name of Supplier / Representative </div>	
With in the COB: <u>2014</u> Expense Code: <u>999</u> Bdgct: <u>MSD-FM</u> Remarks: _____		CONFORME: _____	
Received copy of J.O. on _____		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 copies distributed as follows:

1 copy - PRID

1 copy - Comptrollership Dept.

1 copy - COA

PHILHEALTH REGIONAL OFFICE I COA	
<div style="font-size: 24px; font-weight: bold;">SEP 12 2014</div>	
Received By : _____	Time : _____