



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.: 2014-036
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:		
	1	pc	Oil filter	650.00	650.00
	6	ltrs	Synthetic engine oil	550.00	3,300.00
	1	pc	Brake pad	1,450.00	1,450.00
	1	pc	Radiator hose	650.00	650.00
	1	pc	Radiator assy	10,850.00	10,850.00
	2	ltrs	ATF	280.00	560.00
			Labor/Service:		
			Total - Materials		17,460.00
			Change engine oil and filter	200.00	7,850.00
			Check all wheel brakes		
			- replace front brake pad	300.00	
			- clean front wheel brakes	200.00	
			- clean rear wheel brakes	200.00	
			Check power steering (leaking)		
			- repair of steering gearbox (labor & materials)	6,500.00	
			- replacement of repair kit assy		
			- change ATF		
			Change air cleaner (falling due to no bracket support)		
			- fabrication of air cleaner bracket	450.00	
			Check starter (malfunctions)		3,800.00
			- repair of starter assy (labor & materials)	3,800.00	
			- replacement of sem brush & carbon brush		
			- repair of rotor head		
			Check radiator (need replacement due to severe rust)		600.00
			- replacement of radiator assy	350.00	
			- replacement of radiator hose	250.00	
			Total - Labor		12,250.00
			TOTAL - L&M		29,710.00
			xxxxxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxx		
			Less: TAX		
			VAT (5%/1.12) (Materials)	779.46	
			EWT (1%/1.12) (Materials)	155.89	
			VAT (5%/1.12) (Labor)	546.88	
			EWT (1%/1.12) (Labor)	109.38	1,591.61
			RIV No. 14-0829-0347		
			Requesting Unit: Motorpool Unit		
			Total - Net of Tax		28,118.39

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,

CYNTHIA S. SANTOS
Division Chief IV, MSD

Certified Budget Available: _____ Funds Available in the amount of: <u>29,710</u>		APPROVED: ELVA C. VER REGIONAL VICE PRESIDENT, PRO1
JOSE A. MONES Fiscal Controller III	JANE C. RAGOS Fiscal Controller IV	
With in the COB: <u>2014</u> Expense Code: <u>100-581</u> Bdgct: <u>100-581</u> Remarks: _____	PHILHEALTH REGIONAL OFFICE I COA 'SEP 12 2014 Received By: <u>[Signature]</u> Time: <u>10:05 AM</u>	
Received copy of J.O. on <u>09-10-14</u> Date		CONFORME: <u>[Signature]</u> Signature over Printed Name of Supplier / Representative

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