



Republic of the Philippines  
PHILIPPINE HEALTH INSURANCE CORPORATION

POMM-P-007

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

Supplier: MATCO COMPUTER CENTER  
Address: 203 B Corner 4th St., along 11th Ave., Grace Park Caloocan City  
Tel. Fax No.: 02-441-4502  
Supplier Registered with: 224-228-547-000 VAT

Work Order No.: 2014-039  
Date: 9/18/2014  
Term of Payment: COD  
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
			Labor and Materials for the repair of three units HP Printer		
			Materials/Parts:		
	1	pc	Fuser Motor for HP Laser Jet 4250 S# CNHXF00069	3,500.00	3,500.00
	1	pc	Fuser Assembly for HP Laser Jet M602 S# CNB8D3G810	18,500.00	18,500.00
	1	pc	Fuser Assembly for HP Laser Jet 4015N S# CNFY422814	14,500.00	14,500.00
			Labor:		
	1	lot	Repair/check-up of HP Laser Jet 4250 S# CNHXF00069		
	1	lot	Repair/check-up of HP Laser Jet M602 S# CNB8D3G810	FREE	FREE
	1	lot	Repair/check-up of HP Laser Jet 4015N S# CNFY422814		
			xxxxxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxx		
			Less: TAX		
			VAT (5%/1.12)	1,629.46	
			EWT (1%/1.12)	325.89	1,955.35
			RIV No. 14-0829-0345		
			Requesting Unit: ITMS		
			TOTAL - L&M		36,500.00
			Total - Net of Tax		34,544.65

**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,

CYNTHIA S. SANTOS  
Division Chief IV, MSEA

Certified Budget Available:

Funds Available in the amount of: 36,500

JOSE A. MONES

Fiscal Controller III

JANE C. RAGOS

Fiscal Controller IV

With in the COB:

Expense Code:

Bdger:

Remarks:

APPROVED:

ELVIRA C. VER

REGIONAL VICE PRESIDENT, PRO1

Received copy of J.O. on

9/22/14  
Date

CONFORME:

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.

