



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

POMM-P-007

JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: PRO 1

Supplier: JOHN HENRY CAR CARE CENTER

Address: General Segundo Avenue, Brgy. 12, Laoag City, Ilocos Norte

Tel. Fax No.: 077-773-2227-8

Supplier Registered with: 010-000-228-487 VAT

Work Order No.: 2014-066

Date: 11/26/2014

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
			Labor and Materials for the periodic maintenace of Toyota Innova, SFH 812		
			Materials/Parts:		
	2	pcs	Wiper blade	266.00	532.00
	1	pc	Fan belt	3,931.00	3,931.00
	1	set	Brake pad	974.00	974.00
	1	pc	Brake cleaner	252.00	252.00
	1	gal	Mobil 2000	1,721.00	1,721.00
	4	ltrs	Mobil 2000	438.00	1,752.00
	1	pc	Plastic tie	28.00	28.00
	1	pc	Oil filter	174.00	174.00
	1	pc	Rack end	907.00	907.00
	2	pcs	Ball joint-upper	829.00	1,658.00
	1	pc	Air filter	560.00	560.00
			Labor/Service:		
	1	lot	Wheel alignment	Total - Materials 12,489.00	12,489.00
	1	lot	Change oil	2,122.00	2,122.00
	1	lot	Cleaning/adjustment of brake	319.00	319.00
	1	lot	Replacement of brake pads	762.00	762.00
	1	lot	Replacement of upper ball joints	582.00	582.00
	1	lot	Replacement of rack end	1,042.00	1,042.00
	1	lot	Replacement of fan belt	431.00	431.00
	1	lot	Replacement of wiper blades	728.00	728.00
				168.00	168.00
				Total - Labor 6,154.00	6,154.00
				TOTAL - L&M	18,643.00
			Less: TAX		
			VAT (5%/1.12) (Materials)	557.54	
			EWT (1%/1.12) (Materials)	111.51	
			VAT (5%/1.12) (Labor)	274.73	943.78
			RIV No. 14-1111-0460		
			Requesting Unit: Ilocos Norte LHIO	Total - Net of Tax	17,699.22

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,

Sally S. Gomez
SALLY S. GOMEZ
SIO III / OIC - ASS

Certified Budget Available: <i>18,643.00</i> JOSE A. MONES Fiscal Controller III		Funds Available in the amount of: <i>18,643.00</i> <i>Laura F. Basa</i> LAURA F. BASA OIC-Section Head, Comptrollership Section		APPROVED: <i>DR. LEO DOUGLAS V. CARDONA, JR.</i> DR. LEO DOUGLAS V. CARDONA, JR. REGIONAL VICE PRESIDENT, PRO1	
With in the COB: <i>2014</i> Expense Code: <i>1119</i> Bdgct: <i>2014</i> Remarks: <i>2014</i>					
Received copy of J.O. on <i>12-02-14</i> Date				CONFORME: <i>[Signature]</i> 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

