Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: <u>PRO 1</u>

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

Work Order No.: <u>2014-071</u>
Date: <u>12/17/2014</u>
Term of Payment: <u>Charge</u>
Mode of Procurement: <u>Direct Contracting</u>

Please deliver to this office within _____ upon approval of final sample.
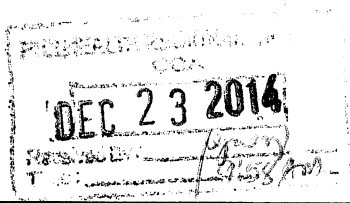Note: Additional _____ working days to submit for approval of text / sample.

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
			Repair and periodic maintenance for Nissan Patrol, SFN 698		
			Materials/Parts:		
	2	pcs	Oil Filter C - 222	650.00	1,300.00
	10	ltrs	Motor Oil (synthethic)	550.00	5,500.00
	6	pcs	Stud bolt cap	85.00	510.00
	6	pcs	Stud bolt	185.00	1,110.00
	37		Stick on weights	32.00	1,184.00
			Labor/Service:	Total - Materials	9,604.00
			Change engine oil & filter	200.00	200.00
			Tire rotation	150.00	150.00
			Pull out & replace LH Tire stud bolt & cap with welding on hub re: loose thread	350.00	350.00
		Outside Works:	Wheel balancing	950.00	950.00
				Total - Labor	1,650.00
			xxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxx	**TOTAL - L&M**	**11,254.00**
			Less: TAX VAT (5%/1.12) *(Materials)* VAT (5%/1.12) *(Labor)*	428.75 73.66	502.41
			PR No. 14-1208-0120 **Requesting Unit: GSU**	Total - Net of Tax	**10,751.59**

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 correspondng government taxes within fifteen (15) working days upon receipt of Certificate of Acceptence and Inspection Report.

Very truly yours,

MARIE DONNA O. ANTONA
AO IV / OIC-DC IV, MSD

Certified Budget Available:	Funds Available in the amount of: 11. *%*4.00	APPROVED:
JOSE A. MONES Fiscal Controller III	LAURA F. BASA OIC-Section Head, Comptrollership Section	DR. LEO DOUGLAS V. CARDONA, JR. REGIONAL VICE PRESIDENT, PRO1

With in the COB:	
Expense Code:	
Bdget:	
Remarks:	

DEC 2 3 2014

Recevied copy of J.O. on	12 - 22 - 14	CONFORME: MIRIAN R. ROSARIO
	Date	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 coipies distributed as follows:

        1 copy - PRID   1 copy - Comptrollership Dept.   1 copy - COA