

Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
 LNU, Commercial Bldg., Francisco Duque St., Tapuac District Dagupan City

POMM-P-006

PURCHASE ORDER

OFFICE/DEPARTMENT: ADMINISTRATIVE SECTION, GENERAL SERVICE UNIT

PO No. 14-085 / IAR No. 060

Date: 7/22/2014

Supplier:

LIMPAN COMMERCIAL

Address:

378 AB Fernandez Ave., Dagupan City

Tel. Fax No.:

523-0478Terms of Payment: Charge

Supplier Registered with:

102-278-100-0000 VATMode of Procurement: ShoppingPlease deliver to this office within **2-3 weeks** from receipt hereof the following:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	5	pcs	STAMP Self-inking Stamp, with dater and rubber Inscription (colop)	1,350.00	6,750.00
			XXXXXXXXXXXXXXXXXXXX nothing follows XXXXXXXXXXXXXXXXXXXX		
			Less: VAT (5%/1.12)		301.34
			PR# 14-0528-0036		
			PURPOSE: For 2nd Quarter of CY 2014 Supplies	TOTAL	6,448.66

Terms & Conditions:

- In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.
- For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts should be submitted by the supplier.
- Purchase Order (PO) shall be accepted by the supplier before the delivery of goods and/ or services.
- NO price increase shall be made by the supplier within seven (7) days from the date of the acceptance of PO.
- Non-availability of stock shall be made known to PhilHealth before the acceptance of PO.
- PhilHealth shall have the right to reject and return the items and cancel the corresponding PO if goods delivered are defective, incomplete or non-compliant as specification when quoted.
- In case of returned/rejected items which cannot be replaced within seven (7) calendar days from notice, PhilHealth shall demand full refund of payment made "in cash" or "in check" three (3) calendar days. Deliveries should be made within office hours on working days on or before the date stipulated in the PO.

Very truly yours,

[Signature] 7/22/14
CYNTHIA S. SANTOS
 DIVISION CHIEF IV, MSD

Certified Budget Available:		Funds Available in the amount of: <u>6,448.66</u>	APPROVED:
<i>[Signature]</i> JOSE A. MONES Fiscal Controller III		<i>[Signature]</i> JANE C. RAGOS Fiscal Controller IV	<i>[Signature]</i> 7/23/14 ELVIRA C. VER
With in the COB: <u>7/24/14</u>		REGIONAL VICE PRESIDENT, PRO1	
Expense Code: <u>7/24/14</u>			
Bdget: <u>7/24/14</u>			
Remarks:			
Conforme: <i>[Signature]</i> REALYN CLARINA		Date: <u>7-23-14</u>	
Signature over Printed Name and Position of Authorized Representative		Date	

INSTRUCTIONS ON HOW TO USE THIS FORM:

- This form shall be used for simple purchases of supplies & other materials, for one time delivery or other simple delivery items.
- 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.
- This serves the purpose of a contract which shall be the basis of any delivery requirement and payment processing.
- This form shall be prepared in 3 copies distributed as follows:
 1 copy - Comptrollership Dept. 1 copy - COA 1 copy - Supplier