

PURCHASE ORDER

OFFICE/DEPARTMENT: ADMINISTRATIVE SECTION, GENERAL SERVICE UNIT

Supplier: KC RICHWEALTH COMPUTERS PO No. 14-153 / IAR No. 102
 Address: Rizal St., Dagupan City Date: 11/19/2014
 Tel.Fax No.: 523-2083 Terms of Payment: Charge
 Supplier Registered with: 113-889-440-000 VAT Mode of Procurement: Shopping

Please deliver to this office within **2-3 weeks working days** from receipt hereof the ff:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	525	pc	BALLPOINT PEN Fine point, Black (Titus w/rubber grip)	6.25	3,281.25
	1542	pc	BALLPOINT PEN Fine point, Blue (Titus w/rubber grip)	6.25	9,637.50
	79	pc	BALLPOINT PEN Fine point, Red (Titus w/rubber grip)	6.25	493.75
	6	box	ENVELOPE 7 x 10 Catalogue, Brown, 500 pcs/box	535.00	3,210.00
	307	pc	MARKER Permanent Pen, Black, broad tip, non-toxic (Pilot)	32.00	9,824.00
	162	pc	MARKER Permanent Pen, Blue, broad tip, non-toxic (Pilot)	32.00	5,184.00
	4	pc	MARKER Permanent Pen, Red, broad tip, non-toxic (Pilot)	32.00	128.00
	7	box	RUBBER BAND Small, not less than 350 grams (Brite)	128.00	896.00
	29	roll	TAPE TRANSPARENT, Size: 3 (100meters)	45.00	1,305.00
	25	each	STAPLER With remover, HD no.35, twin lever, easily staples to 30 sheets with little effort (MAX)	775.00	19,375.00
			XXXXXXXXXXXXXXXXXXXX nothing follows XXXXXXXXXXXXXXXXXXXX	TOTAL	53,334.50
			Less: VAT (5%/1.12)	2,381.00	
			EWT (1%/1.12)	476.20	2,857.20
			PR# 14-1001-0094		
			PURPOSE: Procurement of 4th Quarter Supplies for CY 2014	TOTAL	50,477.29

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,

MARIE DONNA O. ANTONA

OIC-DC, MSD & Concurrent AO IV

Certified Budget Available:

Funds Available in the amount of: 59,334.50JOSE A. MONES
Fiscal Controller IIILAURA P. BASA
OIC-Section Head, Comptrollership Section

With in the COB:

Expense Code:

Budget:

Remarks:

Conforme:

Signature over Printed Name and Position of Authorized Representative

Date: Dec. 2 2014

APPROVED:

DR. LEO DOUGLAS V. CARDONA, JR.
REGIONAL VICE PRESIDENT, PRO1

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

