

REPUBLIC OF THE PHILIPPINES  
**Philippine Health Insurance Corporation**  
 709 CityState Center Bldg.  
 Shaw Blvd. Brgy. Oranbo, Pasig City  
 TeleFax: 637-3158 637-4735

SBAC-PS-14

**J O B O R D E R**  
 (Non-Inventoriable Items)

Supplier 24K ADVERTISING  
 Address 19 8th Avenue, Cubao, Quezon City  
 Tel.Fax No. 384-4102  
 Supplier Registered with: PHILHEALTH

Job Order No.: 15-01-005  
 Date: January 14, 2015  
 Terms of Payment: On Account  
 Mode of Procurement: Small Value Procurement

Please deliver to this office within **20 working days** upon approval of the following

Note: Additional (5) working days for approval of final sample

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	3,500	PCS	<b>GENERIC GREETING CARDS</b>  Specifications: Paper Stock: Matte 180 Size: 16cm x 13cm (height) folded 16cm x 26cm (spread) Process: full color print CMYK (2 sides) with customized envelope Size: 17cm x 14cm Color: White  LESS: EWT 2%      562.50 ✓ GMP 5%     1,406.25 ✓  RIV # 14-1049    dtd.   11/17/14    Comar Department	9.00	31,500.00 ✓          31,500.00  1,968.75 ✓ 29,531.25 ✓

**Terms & Conditions:**

1. The agency shall impose penalty in an amount equivalent to 1/10 on one (1%) percent of the total value of 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 acknowledge 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. Supplier are advised to inform Procurement Section at least two (2) days before the delivery. Use of elevator shall only be from 09:00 to 11:30 a.m. and 1:30 to 3:00 p.m. 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. With provision for a back-up unit in case of repair.

Very truly yours,

*ELY E. BOXAS*

Administrative Officer III

Certified Budget Available: <i>Confirmed</i> <b>CORAZON M. TABULAO</b> Fiscal Controller III	Funds Available in the amount of: <b>Php31,500.00</b> <b>LILIA B. GARRIDO</b> Fiscal Controller III	APPROVED:  <div style="text-align: center;">   <b>CHERIE CARMEN B. DIVINA</b>                      OIC, HEAD - SBAC                      HEAD OF THE AGENCY                      or Authorized Representative                 </div>
Within the COB: <i>FY 2014 (Gov. Appd)</i> Expense Code: <i>767-00 / 0000</i> Budget: <i>9,811,500</i> <i>COR.M.M.</i> Remarks: <i>Subject to approval of J.O.</i> <div style="text-align: center; font-size: 1.5em;">01-060</div>		
Received copy of J.O on _____		CONFORME: _____ Print Name and Signature of Supplier/Representative

*Excel 1/24*

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<b>CORAZON M. TABULAO</b> Fiscal Controller III	<b>LILIA E. GARRIDO</b> Fiscal Controller III		<b>CHERIE CARMEL B. DIVINA</b> OIC. HEAD - SBAC HEAD OF THE AGENCY or authorized Representative
Within the COA: Expense Center: 503-10 Budget: 931,500 Remarks:	04-060		
Received copy of J.O on	1-20-15	CONFIRME:	Print Name and Signature of Supplier/Representative