

JOB ORDER

(Non-Inventoriable Items)

Supplier **FORMS INTERNATIONAL ENTERPRISES CORPORATION**

Job Order No.: **15-02-015**

Address **#26 Carmel Ave., Proj. 6, Quezon City**

Date: **February 6, 2015**

Tel.Fax No. **365-8155 to 58**

Terms of Payment: **On Account**

Supplier Registered with: **PHILHEALTH**

Mode of Procurement: **Small Value Procurement**

Please deliver to this office within **15 working days** upon approval of the following

Note: Additional five (5) working days upon approval of final sample.

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	25	boxes	Printing of Business Cards for the President & CEO, HEA - Ms. Leila Tuazon, Ms. Nadine Navarro, Ms. Melissa Mabagos & Mr. Ryan Kenric Olbes	400.00	10,000.00
2	500	boxes	Printing of Business Cards - OFF Call Cards (50,000 pcs. @ 100 pcs./box)	148.00	74,000.00
3	16,000	pcs.	Member ID's - Philhealth Number Cards	1.98	31,680.00
					115,680.00
LESS:					
EWT 2% 2,065.71 ✓					
GMP 5% 5,164.29 ✓					7,230.00
					108,450.00
RIV #					
15-0029 ✓ dtd. 01/23/15 O.P.					
15-0024 ✓ dtd. 01/22/15 OFF					
15-0032 ✓ dtd. 01/23/15 OFF					

Terms & Conditions:

- 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.
- 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
- 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
- Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
- 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. ROXAS

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	Php115,680.00	APPROVED:
<i>Corazon M. Tabulao</i> CORAZON M. TABULAO Fiscal Controller III	<i>Lilia B. Garrido</i> LILIA B. GARRIDO Fiscal Controller III		<i>Cherie Carmen B. Divina</i> CHERIE CARMEN B. DIVINA OIC, HEAD - SBAC HEAD OF THE AGENCY or Authorized Representative
Within the COB: <i>CY 2015</i>	Expense Code: <i>803 - (Printing & Binding)</i>	Budget: <i>115,680.00</i>	Remarks: <i>changeable to various office</i>
02-092			<i>Manner</i> Print Name and Signature of Supplier/Representative
Received copy of J.O on _____			CONFORME: