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

PRIORITY

SBAC-PS-14

JOB ORDER
(Non-Inventoriable Items)

Supplier	VJ GRAPHIC ARTS, INC.	Job Order No.:	**15-04-027**
Address	2/F PDP Bldg., 1400 Quezon Ave., Quezon City	Date:	April 10, 2015
Tel.Fax No.	373-0772, 372-0881, 372-0883, 372-0886	Terms of Payment:	On Account
Supplier Registered with:	PHILHEALTH	Mode of Procurement:	Small Value Procurement

Please deliver to this office within **20 working days** upon approval of the following
Additional (5) working days for approval of final sample

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	50	pads	**Memo Pad** (8.5") height. x (5.5") width (100 sheets/pad)	160.00	8,000.00
					8,000.00
			LESS: EWT 2% 142.86 GMP 5% 357.14		500.00
			RIV # 15-0387 dtd. 03/23/15 Office of the President & CEO		7,500.00

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. ROXAS
Administrative Officer III

PO 04-058

Certified Budget Available:	Funds Available in the amount of:	Php8,000.00	APPROVED:
for CORAZON M. TABULAO Fiscal Controller III	LILIA R. GARRIDO Fiscal Controller III		CHERIE CARMEN B. DIVINA HEAD, SBAC & Procurement Office HEAD OF THE AGENCY or Authorized Representative
Within the COB: 2015 Expense Code: 863-00 50 #6 (GASS) Budget: ₱ 8,000.— Remarks: Charged to OP			

4/10/15

CONFORME:

Received copy of J.O on ____________

Print Name and Signature
of Supplier/Representative

10/04/2015 23:56 6373158

PROCUREMENT (RM. 1503) PAGE 01

PRIORITY

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Philippine Health Insurance Corporati
709 CityState Center Bldg.
Shaw Blvd. Brgy. Oranbo, Pasig City
TeleFax: 637-3156 637-4735

SBAC-PS-14

JOB ORDER
(Non-Inventoriable Items)

Job Order No.: 15-04-027
Date: April 10, 2015
Terms of Payment: On Account
Mode of Procurement: Small Value Procurement

Supplier: YJ GRAPHIC ARTS, INC.
Address: 2/F PDP Bldg., 1430 Quezon Ave., Quezon City
Tel./Fax No.: 373-0772, 372-0881 372-0883, 372-0586
Supplier Registered with: PHILHEALTH

Please deliver to this office within 20 working days upon approval of the following
date: Additional (5) working days for approval of final sample.

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	50	pad	Memo Pad (8.5" height x 5.5" width 100 sheets/pad	160.00	8,000.00
					8,000.00
			Less: EWT 2% 142.86 GMP 5% 357.14		500.00
					7,500.00
			PR # 15-0387 0/0 03/23/15 Office of the President & CEO		

Terms & Conditions:

1. The agency shall impose penalty in an amount equivalent to 1/10 of 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 13th Floor, Room 1303 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. ROXAS
Administrative Officer III

PO 04-058

Certified Budget Available / Funds Available in the amount of: Php8,000.00

CORAZON M. TABULAO
Fiscal Controller III

LILIA E. GARRIDO
Fiscal Controller III

APPROVED:

CHERIE CARMEN B. DIVINA
HEAD, SBAC & Procurement Office
HEAD OF THE AGENCY
or Authorized Representative

Within the COB: 2015
Expense Code: 803-02 OGS (Cass)
Balance: P8,000.-
Remarks: CORPORATE WIDE

CONFORME:

Received copy of J.O on: APRIL 15, 2015

Print Name and Signature of Supplier/Representative