REPUBLIC OF THE PHILIPPINES
Philippine Health Insurance Corporation
709 CityState Center Bldg.
Shaw Blvd. Brgy. Oranbo, Pasig City
TeleFax: 637-3156 637-4735

SBAC-PS-14

JOB ORDER

(Non-Inventoriable Items)

Supplier:	VJ GRAPHIC ARTS, INC.	Job Order No.:	15-06-055
Address:	2/F PDP Bldg., 1400 Quezon Ave., Quezon City	Date:	June 15, 2015
Tel.Fax No.:	373-0772, 372-0861	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

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

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
	30	pads	Memo Pad	250.00	7,500.00
			Size: 8.5" x 5.5"		
			(100 sheets/pad)		
					7,500.00
			LESS:		
			EWT 2% 133.93		
			GMF 5% 334.82		468.75
					7,031.25
			RIV #		
			15-0469 dtd. 06/04/15 GAS-CAG		

Terms & Conditions:

1. The agency shall impose penalty in an amount equivalent to 1/10 on one (1%) percent of the total value of undelivered 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 acknowledged 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 08:00 to 11:30 a.m. and 1:00 to 5:00 p.m. during Mon/Wed/Fri (MWF). All item(s) shall be delivered and accepted by the PSMD at 16th Floor, Room 1601 Citystate Ctr. Bldg. Pasig City.
4. Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
5. Defective, not operable 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.
6. The contracting parties undertake to comply with Office order No. 0018-2015 entitled "Reiteration of Philhealth No Gift Policy (Revision 1)" which is deemed incorporated into this Contract. No Philhealth personnel shall solicit, demand, or accept, directly or indirectly, any gift from any person, group or association, or juridical entity, whether from the public or private sector, at anytime, on or off the work premises where such gift is given in the course of official duties or in connection with any transaction which which may affect the functions of their office or influence the actions of directors or employees, or create the appearance of a conflict of interest.

Very truly yours,

ELY E. ROXAS
Administrative Officer III

Certified Budget Available:	Funds available in the amount of:	Php7,500.00	APPROVED:
CORAZON A. TABULAO Fiscal Controller III	LILIA R. BARRIDO Fiscal Controller III		CHERIE CARMEN B. DIVINA HEAD, SBAC & Procurement Office HEAD OF THE AGENCY or Authorized Representative

JO 06-119

Within the COB: FY 2015
Expense Code: 774-10 / 2-1
Budget: 7,500 / GAS-CAG
Remarks:

Received copy of J.O on JUNE 18, 2015

CONFORME:

PORCIVIN DAN
Print Name and Signature
of Supplier/Representative