

JOB ORDER
 (Non-Inventoriable Items)

Supplier: **FORMS INTERNATIONAL ENTERPRISES CORPORATION** Job Order No.: **15-10-121**
 Address: **426 Carmel Ave., Proj. 6, Quezon City** Date: **October 16, 2015**
 Tel/Fax No: **365-8155 to 58** Terms of Payment: **On Account**
 Supplier Registered with: **PHIL-HEALTH** Mode of Procurement: **Small Value Procurement**

Please deliver to this office within **15 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	19	boxes	Business Cards Specifications: Size: 2-1/8 x 3-1/2 Material: Venus Last Natural White, 220 gm With full color print on front with sleek gloss on front With dimensional print on front With metal termination at the back Distribution: a.) PCOO Alexander A. Padilla - 10 boxes b.) EA Designate Rey E. Sull - 5 boxes c.) Jennifer F. Enriquez - 2 boxes d.) Harold C. Lopez - 2 boxes LESS: EMT 2% 112.50 ✓ GMP 5% 316.25 ✓ REV # 15-1123 dtd 10/05/15 C.P. 15-0763 dtd 07/05/15 Formed Letter - MMG 15-0206 dtd 02/11/15 MANGSHEALTH COMES	420.00	7,980.00
					498.75 ✓
					7,481.25

Terms & Conditions:

- The Agency shall impose penalty in an amount equivalent to 1% on one (1%) percent of the total value of undelivered order for each day of the delay as liquidated damages.
- If the date of receipt of the Job Order (J.O.) by the Supplier is not indicated, it shall be deemed received on the day it was acknowledged to have been received by a representative over through fax or email.
- Delivery of the Job Order shall be made within the prescribed schedule dates. Supplier are advised to inform their respective Section at least ten (10) days before the delivery. Late delivery shall only be from 09:00 to 11:30 a.m. and 1:30 to 3:00 p.m. during Man-Weekend (MWF). All items shall be delivered and accepted by the PSMD at the Floor Room 1501 Equinox City Bldg. Pasig City.
- Delivery Receipt and Sales Invoice shall be required for on-line complete delivery of the goods.
- Defective, incomplete or non-compliant of goods as to specification when stored shall be rejected and returned at the time of delivery. With provision for a back-up unit in case of rejection.
- The contracting Supplier shall be liable for the cost of replacement of the goods if the goods are found to be defective or damaged upon receipt by the PSMD.
- No Philippine personnel shall visit, demand or accept, directly or indirectly, any gift from any person, group or association in judicial, quasi-judicial, legislative, executive, private sector, or anyone, on or off the work premises where such gift is given in the course of official duties or in connection with any transaction which the functions or their office or influence the actions of directors or employees, or create the appearance of a conflict of interest which may affect the functions of their office.

Very truly yours,

Ely E. Rojas
 ELY E. ROJAS

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	APPROVED:
CORAN M. TABULAO Fiscal Controller III 10-122A	LILIA GARRIDO Fiscal Controller III	HERNANDEZ CARMEN P. VERA HEAD, SBAC & Procurement Office HEAD OF THE AGENCY or Authorized Representative
Within the COB: Expense Code: 103-M Budget Period: 1-980- Changeable to version		
Received by: J.O. on	CONFORME:	10/23/15 BAYARILLA Print Name and Signature of Supplier Representative