

REPUBLIC OF THE PHILIPPINES
Philippine Health Insurance Corporation
709 CityState Center Bldg.
Shaw Blvd. Brgy. Oranbo, Pasig City
Telefax No. 637-3158 637-4735

PURCHASE ORDER

Supplier **GEM STATIONERY INC.**

Address **613- Condesa St., Binondo, Manila**

Tel.Fax No. **242-4860, 242-4861, 242-8634**

Supplier Registered with: **PHILHEALTH**

Purchase Order No.: **05-064-15**

Date: **May 12, 2015**

Term of Payment: **C.O.D.**

Mode of Procurement: **Small value Procurement**

Please deliver to this office within **C.O.D.** from receipt hereof the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	668	pcs.	Folder, Plastic with side fastener and transparent cover, A4	19.55	13,059.40
2	630	pcs.	Folder, Plastic with side fastener and transparent cover, Legal	20.70	13,041.00
3	108	pcs.	CD Rewritable High Speed, 700MB/80mins. capacity, compatible with 4x-12x CD Driver, slim case	29.95	3,234.60
4	68	pcs.	Paster, Roll on (Glue Stick)	11.40	775.20
5	334	boxes	Fastener, Metal and Plastic combination	18.75	6,262.50
6	149	boxes	Fastener, Non-Rust Metal Holds 25mm thick file	49.90	7,435.10
7	107	pcs.	File Organizer, Expanding with 13 inside pockets and index tabs, assorted colors, A4 size	104.00	11,128.00
8	8	pcs.	Ink, for Trodat Printy 4911	118.50	948.00
9	4	pcs.	Ink, for Trodat Printy 4912	126.50	506.00
10	372	pcs.	Ring Binder, Medium, Plastic, Assorted colors, 3/4 x 44 (3/4" x 44")	12.90	4,798.80
11	10	reams	Paper, Book Paper, Long S20	145.50	1,455.00
12	51	reams	Paper, Book Paper, Short S20	122.50	6,247.50
13	500	pcs.	Envelope, Expanding Kraft Board, Min. 285gsm for short paper/docs.	7.00	3,500.00
14	352	pads	Post It Note, Standard, Flags 3M 680-1	77.50	27,280.00
15	291	packs	Sticker Paper, A4 (10pcs./pack)	26.95	7,842.45
16	8	tube	Blade, for small cutter L200 (10pcs./tube)	10.00	80.00
17	31	sets	Extension Cord, 4 gang, 10M	385.00	11,935.00
18	109	boxes	Binder Clip, Large	43.80	4,774.20
19	1,334	pcs.	Paper Clip, Backfold, 50mm (2"), (12pcs/box)	3.68	4,909.12
					129,211.87
LESS: EWT 1% 1,153.68					
GMP 5% 5,768.39					6,922.07
					122,289.80
RIV #					
15-0268 dtd. 02/24/15 PRID 1st Quarter Stock					
15-0272 dtd. 02/24/15 PRID 1st Quarter Stock					
15-0266 dtd. 02/24/15 PRID 1st Quarter Stock					
15-0263 dtd. 02/23/15 PRID 1st Quarter Stock					
15-0217 dtd. 02/16/15 PRID 1st Quarter Stock					
15-0218 dtd. 02/16/15 PRID 1st Quarter Stock					
15-0273 dtd. 02/24/15 PRID 1st Quarter Stock					
15-0276 dtd. 02/24/15 PRID 1st Quarter Stock					
15-0269 dtd. 02/24/15 PRID 1st Quarter Stock					

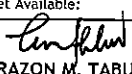

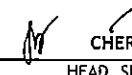
Terms & Conditions:

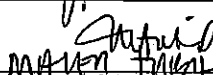
- The agency shall impose penalty in an amount equivalent to 1/10 on one (1%) percent of the total value of undelivered order for each day of the delay as liquidated damages.
- If the date of receipt of the Purchase Order (P.O.) by the dealer is not indicated, it shall be deemed received on the day it 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 PSMD at 15th Floor, Room 1501 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.
- 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:	Php129,211.87	APPROVED:
 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: FR 2015	Expense Code: FFU-10 12-11	Budget: 129,211.87	Remarks: for 2015

CONFORME:	Received copy of P.O.:
 Signature over Printed Name and Position of authorized representative	5-20-15 Date