

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. Purchase Order No.: 11-126-15  
Address: 613 Condesa St., Binondo, Manila Date: November 25, 2015  
Tel.Fax No.: 242-4860 Term of Payment: C.O.D.  
Supplier Registered with: PHILHEALTH Mode of Procurement: Local shopping

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

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	18	pcs.	DVD Recordable 16x speed, 4.7GB capacity, 120 mins. Recording time, individual casing	23.50	423.00
2	166	pcs.	Stick On Note Pad 51mm x 51mm (2x2) (400sheets/pad), assorted colors	149.50	24,817.00
3	169	pads	Post-It Note Standard Flags, 3M, 680-1	81.50	13,773.50
4	1	packs	File Organizer expanding, with 13 inside pockets and index tabs, 216mm x 330mm (legal size), assorted colors	98.50	98.50
5	10	sets	Transparency Film for OHP/PPC, 210mm x 297mm (A4) (100pcs./box)	215.00	2,150.00
6	11	pcs.	Felt Paper, assorted color	19.50	214.50
7	9	pcs.	Glue white, 130grams	37.00	333.00
8	43	packet	Paste, roll on	8.80	378.40
9	33	boxes	Paper, Neon, colored, 210mm x 297mm (A4) (10pcs./pack)	29.95	988.35
10	908	pcs.	Ballpoint pen, fine point, black	19.00	17,252.00
11	609	rolls	Ballpoint pen, fine point, blue	19.00	11,571.00
12	103	rolls	Ballpoint pen, fine point, red	19.00	1,957.00
13	383	rolls	Battery, Alkaline, size AA, (2pcs./packet)	55.55	21,275.65
14	6	rolls	Continuous form, 11 x 8-1/2, 1 ply, plain, 70gsm (2,000 sheets/box)	550.00	3,300.00
15	4	pcs.	Extension Cord, 4 gang, 10 meters	695.00	2,780.00
16	274	pcs.	Ring Binder, 80 rings, plastic, 28mm x 1.12mm (large), assorted colors, (10 pcs./bundle), thickness: 0.50mm min.	25.40	6,959.60
17	205	pcs.	Ring Binder, 80 rings, plastic, 16mm x 1.12mm (small), assorted colors, (10 pcs./bundle), thickness: 0.40mm min.	13.50	2,767.50
18	431	pcs.	Ring Binder, 80 rings, plastic, 19mm x 1.12mm (medium), assorted colors, (10 pcs./bundle), thickness: 0.55mm min.	17.50	7,542.50
19	16		Eraser Rubber, soft, pencil/draft writing, approx. 60mm x 20mm (for engineers)	15.00	240.00
20	119		Tape, Transparent, Size: 3.50m	25.50	3,034.50
21	150		Folder Plastic, legal, transparent plastic, thickness: 0.13mm, min: size: 235mm x 346mm min. assorted colors, (50pcs./pack)	1.60	240.00
22	115		Folder Pressboard, plain, for letter size papers/documents	13.95	1,604.25
23	83		Staple Wire for Industrial Stapler, Model: 23/10	26.50	2,199.50
					125,899.75
					6,744.62
					119,155.13

Please see attached list of PR's

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 acknowledged 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: <u>11/25/2015</u>	Funds Available in the amount of: <u>Php125,899.75</u>	APPROVED:
<u>CORAZON M. TABULAO</u> Fiscal Controller III	<u>LILIA R. GARRIDO</u> Fiscal Controller III	<u>CHERIE CARMEN B. DIVINA</u> HEAD, SBAC & Procurement Office HEAD OF THE AGENCY or Authorized Representative
Within the COB: <u>11/25/2015</u>	Expense Code: <u>774-10-0125,899.75</u>	
Budget: <u>11/25/2015</u>	Remarks: <u>11/25/2015</u>	
CONFORME: <u>11/25/2015</u>	Received copy of P.O.:	
Signature over Printed Name and Position of authorized representative	Date	