

JOB ORDER

(Non-Inventoriable Items)

Supplier: **VIAJERAS TOURS AND TRAVEL** Job Order No.: **16-05-025**
 Address: **Suite 211 Jancor Bldg., No. 1362 A. Mabini St., Ermita, Manila** Date: **May 6, 2016**
 Tel./Fax No.: **353-3973** Terms of Payment: **On Account**
 Supplier Registered with: **PHILHEALTH** Mode of Procurement: **Small Value Procurement**

Please deliver to this office within **as per schedule** upon approval of the following

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1	lot	60-Seater Bus Rental On May 11-13, 2016 Laya, Batangas For MMG Strategic Planning & Operational Updates Destination: Citystate Center Bldg. Pasig to Laya, Batangas and Vice Versa (Pick & Drop) Pick up: May 11, 2016, 6:00am Pick up: May 13, 2016, 12:00pm Note: Package includes of Driver, Fuel, Toll Fee, Parking Fee, Driver's meal, TV, DVD and Mic.	53,000.00	53,000.00
			LESS:		
			EWI 5% 2,650.00		4,240.00
			GMP 3% 1,590.00		48,760.00
			PR # 16-0204 dtd 04/26/16 MMG		

Terms & Conditions:

- The agency shall impose penalty in an amount equivalent to 1/10 (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 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 which in connection with any transaction 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:	Php53,000.00	APPROVED:
CORAZON M. TABULAO Fiscal Controller III LILIA R. GARRIDO Fiscal Controller III		ATTY. GILBERT G. KINTANAR Corporate Legal Counsel HEAD OF THE AGENCY or Authorized Representative	
Within the COB: 2016 Expense Code: 849-00 Budget: \$53,000- Remarks: <u>Checked by MMG</u> <u>6-0316</u>			
Received copy of J.O on <u>May 13, 2016</u>		CONFORME: LINDA MARY ANN AGOTILLA Print Name and Signature of Supplier/Representative	