

PURCHASE ORDER

Supplier: GEM STATIONERY, INC. Purchase Order No.: 05-023-16  
Address: 613 Condesa St., Binondo, Manila Date: May 10, 2016  
Tel.Fax No.: 242-4860 Term of Payment: On Account  
Supplier Registered with: PHILHEALTH Mode of Procurement: Shopping

Please deliver to this office within 15 working days from receipt hereof the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	272	pcs.	FOLDER plastic, with side fastener and transparent cover, A4	21.00	5,712.00
2	168	box	FASTENER Metal and plastic combination, 2 pc-clip, 70mm, 50 sets/box	19.00	3,192.00
3	232	pcs.	RING BINDER, 80 rings, plastic, 28mm x 1.12m (large), assorted colors, ten (10) pcs/bundle, thickness 0.50mm min	23.60	5,475.20
4	257	pcs.	RING BINDER, 80 rings, plastic, 16mm x 1.12m (small), assorted colors, ten (10) pcs/bundle, thickness 0.40mm min	11.75	3,019.75
5	1,278	pcs.	BALLPOINT PEN fine point, black	17.40	22,237.20
6	1,400	pcs.	BALLPOINT PEN fine point, blue	17.40	24,360.00
7	268	pcs.	BALLPOINT PEN fine point, red	17.40	4,663.20
8	28	pcs.	MARKER Metallic, Gold, Big	82.00	2,296.00
9	7	pcs.	MARKER Metallic, Gold, Small	82.00	574.00
10	31	pcs.	MARKER Metallic, Silver, Big	82.00	2,542.00
11	8	pcs.	MARKER Metallic, Silver, Small	82.00	656.00
12	133	box	BINDER CLIP, LARGE	42.00	5,586.00
13	306	pcs.	BINDER CLIP, SMALL	0.66	201.96
14	352	pcs.	PAPER CLIP, Backfold, 50mm	2.70	950.40
15	21	jars	GLUE white, 130 grams	37.90	795.90
16	23	pcs.	PASTE, ROLL ON (Glue Stick)	7.00	161.00
17	25	box	STAPLE WIRE for industrial Stapler, Model:23/10	24.86	621.50
18	9	box	STAPLE WIRE for industrial Stapler, Model:23/17	37.50	337.50
19	16	set	EXTENSION CORD, 4-gang, 10meters	650.00	10,400.00
20	245	pack	STICKER PAPER, A4, 10 pcs/pack	28.50	6,982.50
21	284	pad	STICK-ON NOTE PAD 51mm x 51mm (2x2), 400 sheet per pad, assorted colors	129.75	36,849.00
22	96	pad	POST-IT NOTE SMALL FLAGS (ear tag), 3m 683-5CF	212.50	20,400.00
23	217	pad	POST-IT NOTE STANDARD FLAGS, 3m 680-1	81.60	17,707.20
24	24	pcs.	CORRECTION PEN Waterbased	24.00	576.00
25	397	pcs.	CORRECTION TAPE with dispenser, 5mm x 10m	21.40	8,495.80
26	8	reams	PAPER BOND, Multicopy, 80gsm, short	135.00	1,080.00
27	45	reams	PAPER PARCHMENT, Multi-purpose, Legal size, 100 sheets per ream	185.00	8,325.00
28	43	pcs.	CD Recordable 650MB/180min. Running time with individual case	22.50	967.50
29	45	pcs.	CD Rewritable High Speed, 700MB/80mins capacity, compatible with 4x-12x CD drivers, slim case	38.50	1,732.50
					196,897.11
LESS: EWT 1% 1,758.01					
GMP 5% 8,790.05					10,548.06
					186,349.05
RIV #					
Please see attached list of distribution					

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 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:	Php196,897.11
CORAZON M. TABULAO Fiscal Controller III		LILIA R. GARRIDO Fiscal Controller III
Within the COB: 2016		APPROVED: ATTY. GILBERT G. KINTANAR Corporate Legal Counsel HEAD OF THE AGENCY or Authorized Representative
Expense Code: 774-16 774-50		
Budget: #196,897.11 / 100-05100		
Remarks:		
CONFORME:		Received copy of P.O.: 05-20-2016
Signature over Printed Name and Position of authorized representative		Date