

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: <u>HAMCO STATIONERY CORPORATION</u>	Purchase Order No.: <u>05-025-16</u>
Address: <u>480 E.T. Yuchengco St., Binondo, Manila</u>	Date: <u>May 10, 2016</u>
Tel.Fax No.: <u>241-4133</u>	Term of Payment: <u>On Account</u>
Supplier Registered with: <u>PHILHEALTH</u>	Mode of Procurement: <u>Shopping</u>

Please deliver to this office within 20 working days from receipt hereof of the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	657	pcs.	FOLDER Morocco/Fancy, with plastic grip, assorted colors for A4 size paper/document, min. thickness of 0.24mm, 240mm x 320mm, 50 pcs/pack	6.00	3,942.00
2	500	pcs.	FOLDER plastic, A4, transparent plastic, thickness: 0.13mm min size:216mm x 304mm min, assorted colors, 50 pcs/pack	4.00	2,000.00
3	250	pcs.	FOLDER plastic, legal transparent plastic, thickness: 0.13mm min size:235mm x 346mm min, assorted colors, 50 pcs/pack	4.50	1,125.00
4	29	pcs.	FILE ORGANIZER, Expanding, with 13 inside pockets and index tabs, assorted colors, A4 size	90.00	2,610.00
5	46	pcs.	FILE ORGANIZER, Expanding, with 13 inside pockets and index tabs, assorted colors, legal size	100.00	4,600.00
6	10	bottle	GLUE white, 473 ml	220.00	2,200.00
7	8	can	Computer Cleaner, Wipe Out	55.00	440.00
8	48	pcs.	DVD Recordable 16x speed, 4.7GB capacity, 120mins. Recording time, individual casing	30.00	1,440.00
9	81	pcs.	DVD Rewritable 4x speed, 4.7GB capacity, individual casing	45.00	3,645.00
					22,002.00
LESS: EWT 1% 196.45 GMP 5% 982.23					1,178.68
					20,823.32
PR # Please see attached list of distribution					

Terms & Conditions:

1. 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.
2. 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
3. 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.
4. Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
5. 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.
6. 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
ELY E. ROXAS

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	Php22,002.00	APPROVED:
<i>Corazon M. Tabulao</i> CORAZON M. TABULAO Fiscal Controller III	<i>Lilia R. Garrido</i> LILIA R. GARRIDO Fiscal Controller III		<i>Gilbert G. Kintanar</i> ATTY. GILBERT G. KINTANAR Corporate Legal Counsel HEAD OF THE AGENCY or Authorized Representative
Within the COB: <u>2016</u>	Expense Code: <u>3711-10 / 3711-00</u>	Budget: <u>22,002 / 100%</u>	
Remarks:	<i>Janice Cruz</i>		
CONFORME:	Signature over Printed Name and Position of authorized representative		Received copy of P.O.:
			Date

HAMCO STATIONERY CORPORATION
 480 E.T. Yuchengco St. Binondo, Manila
 Tel. 244-6622, 985-2669 Telefax 241-0026
 Email: hamcostationery@yahoo.com