Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

POMM-P-007

JOB ORDER
(Non - Inventoriable Items)
OFFICE/DEPARTMENT: PRO 1

Supplier: MATCO COMPUTER CENTER
Address: 203 B corner 4th St., along 11th Ave. Grace Park, Caloocan City
Tel. Fax No.: (02) 788-7602/363-4769; (02) 441-4502
Supplier Registered with: 224-228-547-000 VAT

Work Order No.: 2016-20
Date: 5/14/2016
Term of Payment: COD
Mode of Procurement: Negotiated Procurement-Small Value Procurement

Please deliver to this office within ______________ upon approval of final sample.
Note: Additional ____ working days to submit for approval of text / sample.

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
	1	service	Repair/Check up of HP Laserjet Printer M602 s/n: CNB8D3H80F Prop.#: PRN-0133	300.00	300.00
	1	pc	Brand new Fuser Assembly of HP Laserjet Printer M602 s/n: CNB8D3H80F Prop.#: PRN-0133	19,500.00	19,500.00
	1	pc	Feed roller in Tray 1 of HP Laserjet Printer M602 s/n: CNB8D3H80F Prop.#: PRN-0133	1,500.00	1,500.00
	3	pcs	Feed roller in Tray 2 of HP Laserjet Printer M602 s/n: CNB8D3H80F Prop.#: PRN-0133	1,500.00	4,500.00
	1	service	Repair/Check up of HP Laserjet Printer 4250N s/n: CNCXD33931 Prop.#: PRN-0026	300.00	300.00
	1	pc	Printer Scanner of HP laserjet Printer 4250N s/n: CNCXD33931 Prop.#: PRN-0026	6,500.00	6,500.00
	1	pc	Top cover guide of HP laserjet Printer 4250N s/n: CNCXD33931 Prop.#: PRN-0026	3,500.00	3,500.00
	1	pc	Feed roller in Tray 1 of HP laserjet Printer 4250N s/n: CNCXD33931 Prop.#: PRN-0026	1,500.00	1,500.00
	3	pcs	Feed roller in Tray 2 of HP laserjet Printer 4250N s/n: CNCXD33931 Prop.#: PRN-0026	1,500.00	4,500.00
	1	service	Repair/Check up of HP Lasarjet Printer 4250N s/n: CNHXB59913 Prop.#: PRN-0064	300.00	300.00
	1	pc	Printer Scanner of HP laserjet Printer 4250N s/n CNHXB59913 Prop.#: PRN-0064	6,500.00	6,500.00
	1	pc	Feed roller in Tray 1 of HP laserjet Printer 4250N s/n: CNHXB59913 Prop.#: PRN-0064	1,500.00	1,500.00
	3	pcs	Feed roller in Tray 2 of HP laserjet Printer 4250N s/n: CNHXB59913 Prop.#: PRN-0064	1,500.00	4,500.00
	1	service	Repair/Check up of HP Laserjet Printer 4015n s/n: CNFY422814 Prop.#: PRN-0098	300.00	300.00
	1	pc	Brand new Formatter of HP Laserjet Printer 4015n s/n: CNFY422814 Prop.#: PRN-0098	8,500.00	8,500.00
	1	pc	Feed roller in Tray 1 of HP laserjet Printer 4250N s/n: CNCXD33931 Prop.#: PRN-0026	1,500.00	1,500.00
	3	pcs	Feed roller in Tray 2 of HP laserjet Printer 4250N s/n: CNCXD33931 Prop.#: PRN-0026	1,500.00	4,500.00
				Materials	68,500.00
				Labor	1,200.00
			xxxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxx	TOTAL (L&M)	69,700.00
			Less: VAT (5%/1.12) *(Labor & Materials)*	3,111.61	
			EWT (1%/1.12) *(Materials)*	611.61	3,723.22
			PR No. 16-0413-0284		
			Requesting Unit: ITMS	Total - Net of Tax	65,976.78

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 Job Order (J.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.
3. Delivery of the above item/s shall be made within the prescribed schedule dates. Suppliers are advised to inform Procurement Section at least two (2) days before the delivery. Use of elevator shall be from 9:00AM to 11:30 AM and 1:30pm to 5:00PM during Mon/Wed/Fri (MWF). All item/s shall be delivered and accepted by the Procurement Section at 15th Floor, Room 1509 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.
6. In case the series of layout/design presented by the supplier does not satisfy the end-user, the Corporation has the right to cancel the Job Order (JO).
7. Payment shall be made in full subject to corresponding government taxes within fifteen (15) working days upon receipt of Certificate of Acceptance and Inspection Report.

Very truly yours,

MARICAR M. ARZADON, M.D
Division Chief IV, MSD

Certified Budget Available JOSE A. MONES Fiscal Controller III	Funds Available in the amount of 14,100.00 EDWARD Q. ESPIRITU OIC-FMS	APPROVED: RODOLFO B. DEL ROSARIO, JR. RVP, PRO1
Within the COB: Expense Code Budget Remarks		
Received copy of J.O. on	5/17/16 Date	CONFORME: ROCE ANN P. REYES Signature over Printed Name of Supplier / Representative

INSTRUCTIONS ON HOW TO USE THIS FORM:

1. This form shall be used for the acquisition of services such as printing, renovation, etc.
2. This form shall be accomplished by the staff of the Procurement Section upon decision of the Division Chief & Senior Manager as to which supplier has submitted the lowest quotation and if it had met the required specs.
3. All other terms and conditions stated herein are valid upon completion of signatories of authorized personnel.
4. The budget allocated must be affixed on the PO by routing to the Comptrollership Department upon approval of the PO.
5. This serves the purpose of a contract which shall be the basis of any delivery requirement and payment processing
6. This form shall be prepared in 3 copies distributed as follows:

1 copy - PHID 1 copy - Comptrollership Dept. 1 copy - COA

MAY 18 2016
COA- [illegible]