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ORVP-PRO1

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Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

POMM-P-007

JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: PRO1

Supplier: MATCO COMPUTER CENTER

Address: 203 B Corner 4th St., along 11th Ave. Grace Park, Caloocan City

Tel. Fax No.: 788-7602/363-4789/441-4302(T/F)

Supplier Registered with: 224-228-547-000 VAT

Work Order No.: 2016-7

Date: 3/4/2016

Term of Payment: COD

Mode of Procurement: Negotiated under Small Value Procurement

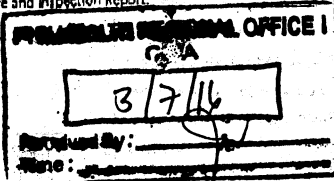
Please deliver to this office within 3-5 days upon receipt of PO and availability of check upon approval of final sample.

Note: Additional working days to submit for approval of text / sample.

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
	1	service	Repair/Checkup of HP Laserjet Enterprise M602 s/n: CN88D9302L	300.00	300.00
	1	pc	Brand new Puser Assembly of HP Laserjet Enterprise M602 s/n: CN88D9302L	19,500.00	19,500.00
	1	pc	Feed Roller in tray1 of HP Laserjet Printer Enterprise M602 s/n: CN88D9302L	1,500.00	1,500.00
	3	pcs	Feed Roller in tray2 of HP Laserjet Printer Enterprise M602 s/n: CN88D9302L	1,500.00	4,500.00
			XXXXXXXXXXXXXXXXXXXX nothing follows XXXXXXXXXXXXXXXXXXXX		
			TOTAL		25,800.00
			Less: TAX		
			VAT (5%/1.12) (Labor & Materials)	1,151.79	
			EWT (1%/1.12) (Materials)	227.68	1,379.47
			PR No. 16-0223-0202		
			Requesting Unit: ITMS		
			Total - Net of Tax		24,420.53

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 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.
- 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 12:30 AM and 1:30PM to 3:00PM during Mon/Wed/Fri (MWF). All item/s shall be delivered and accepted by the Procurement Section at 15th Floor, Room 1503 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.
- 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).
- 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, MSD

By the authority of the DEIV, MSD

EDWARD Q. ESPIRITU
OIC-FMS

Certified Budget Available:

Funds Available in the amount of 24,420.53

JOSE A. MONES
Fiscal Controller III

EDWARD Q. ESPIRITU
OIC-FMS

Work in the CQB:

Expense Code:

Budget:

Remarks:

By the authority of OIC, FMS Head
MARICAR M. ARZADON
Fiscal Controller II

APPROVED:
RODOLFO B. DEL ROSARIO, JR.
RVP, PRO1
By the authority of the RVP
MARICAR M. ARZADON, M.D.
Division Chief IV, MSD

Received copy of J.O. on

Date

CONFORME:

Signature and Printed Name
of Supplier Representative

INSTRUCTIONS ON HOW TO USE THIS FORM:

- This form shall be used for the acquisition of services such as printing, renovation, etc.
- 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 it had met the required specs.
- All other terms and conditions stated herein are valid upon completion of signatories of authorized personnel.
- The budget allocated must be affixed on the PO by routing to the Comptrollership Department upon approval of the PO.
- This serves the purpose of a contract which shall be the basis of any delivery requirement and payment processing.
- This form shall be prepared in 3 copies distributed as follows:

1 copy - PRD

1 copy - Comptrollership Dept.

1 copy - CQA