

PURCHASE ORDER

OFFICE/DEPARTMENT: ADMINISTRATIVE SECTION, GENERAL SERVICE UNIT

Supplier: THE PALACIO DE LAOAG, INC.  
Address: Brgy. 27 P. Paterno St., Vintar Rd., Laoag City  
Tel. Fax No.: 077-772-2950 / 771-5717  
Supplier Registered with: 077-582-434-000 V

PO No. 16-94  
Date: 9/1/2016  
Terms of Payment: Charge  
Mode of Procurement: Negotiated Procurement-  
Lease of Privately-Owned Venue

Please deliver to this office within September 12-13, 2016 from receipt hereof the following:

| NO. | QTY | UNIT   | ITEM DESCRIPTION   | UNIT PRICE | TOTAL AMOUNT |
|-----|-----|--|--|------------|--------------|
| 132 | pax | AM & PM Snacks on Sept. 12, 2016                                 | Inclusions:  | 125.00     | 16,500.00    |
| 14  | pax | Meals on Sept. 12-13, 2016                                       | Overflowing coffee, use of venue, use of sound system and use of projector | 275.00     | 3,850.00     |
| 132 | pax | AM & PM Snacks on Sept. 13, 2016                                 |  | 125.00     | 16,500.00    |
|     |     | xxxxxxxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxxxxxx      | TOTAL  |            | 36,850.00    |
|     |     | Less: VAT (5%/1.12)  | 1,645.09   |            |              |
|     |     | EWT (1%/1.12)  | 329.02   |            | 1,974.11     |
|     |     | PR No. 16-0726-0447  |  |            |              |
|     |     | PURPOSE: Conduct of Policy Updates for the Formal Economy Sector | TOTAL  |            | 34,875.89    |

Terms & Conditions:

1. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.
2. For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts should be submitted by the supplier.
3. Purchase Order (PO) shall be accepted by the supplier before the delivery of goods and/or services.
4. NO price increase shall be made by the supplier within seven (7) days from the date of the acceptance of PO.
5. Non-availability of stock shall be made known to PhilHealth before the acceptance of PO.
6. PhilHealth shall have the right to reject and return the items and cancel the corresponding PO if goods delivered are defective, incomplete or non-compliant as specification when quoted.
7. In case of returned/rejected items which cannot be replaced within seven (7) calendar days from notice, PhilHealth shall demand full refund of payment made "in cash" or "in check" three (3) calendar days. Deliveries should be made within office hours on working days on or before the date stipulated in the PO.

Very truly yours,

MARICAR M. ARZADON, M.D.

MO VII / MSD CHIEF

By the authority of the MSD Chief

SALLY S. GOMEZ

SIO III / OIC-GSU

SEP 06 2016  
COA- /egin

|   |  |
|---|--|
| Certified Budget Available: _____<br>Funds Available in the amount of: <u>36,850.00</u>                                 | APPROVED: _____                                |
| JOSE A. MONER<br>Fiscal Controller III  | EDWARD Q. ESPIRITU<br>OIC-FMS Head             |
| With in the COB: _____<br>Expense Code: _____<br>Remarks: _____   | ATTY. RODOLFO B. DEL ROSARIO, JR.<br>RVP, PRO1 |
| Conformer: _____<br><u>RIZAL ALANZAN VIEJO</u><br>Signature over Printed Name and Position of Authorized Representative | Date: <u>09/05/2016</u>                        |

INSTRUCTIONS ON HOW TO USE THIS FORM:

1. This form shall be used for simple purchases of supplies & other materials, for one time delivery or other simple delivery items.
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 request 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: