Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
LNU, Commercial Bldg., Francisco Duque St., Tapuac District Dagupan City

POMM-P- 006

PURCHASE ORDER

OFFICE/DEPARTMENT: ADMINISTRATIVE SECTION , GENERAL SERVICE UNIT

Supplier: TAGSPRINTS ADS & GENERAL MERCHANDISE / MYRA M. TAGULNAN
Address: Fernandez St., Brgy. II & III, Dagupan City
Tel.Fax No.: 202-0680 / 0932-4315-222
Supplier Registered with: 314-887-160-000 NV

PO No. 16-9
Date: 3/14/2016
Terms of Payment: Charge
Mode of Procurement: Shopping

Please deliver to this office within ***2-3 working days*** from receipt hereof the following:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	1	pc	Plaque of Appreciation *(fiberglass, 4.5mm thick, size 10 --- accdg. to specs)*	1,300.00	1,300.00
			xxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxx		
			Less: VAT (3%)		39.00
			PR No. 16-0308-0220		
			PURPOSE: For LHIO Central Pangasinan use	**TOTAL**	**1,261.00**

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) shal 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.

BY THE AUTHORITY OF Fiscal Controller III
MARIMEL C. BRAVO
FISCAL CONTROLLER II

REGIONAL OFFICE I
COA
MAR 15 2016
Received By:
Time: 1:00 pm

Very truly yours,
MARICAR M. ARZADON, M.D.
Division Chief, MSD
By the authority of the DC IV
3/14/16
EDWARD Q. ESPIRITU
OIC-FMS

Certified Budget Available: Funds Available in the amount of: 1,300.00

JOSE A. MONES
Fiscal Controller III

EDWARD Q. ESPIRITU
OIC-FMS Head

BY THE AUTHORITY OF OIC-FMS Head
Jose A. Mones 3-14-16
Fiscal Controller III

With in the COB: 2016
Expense Code: 767
Bdget:
Remarks: Central Pang; CHO

APPROVED:

RODOLFO B. DEL ROSARIO, JR.
RVP, PRO1

BY THE AUTHORITY OF OIC - RVP
3-15-16
MARICAR M. ARZADON, M.D.
MD VII / DIVISION CHIEF MSD

Conforme:
MYRA M. TAGULNAN
Date: 03/15/2016
Signature over Printed Name and Position of Authorized Representative

Date

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 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 - Comptrollership Dept. 1 copy - COA 1 copy - Supplier