



PURCHASE ORDER

OFFICE/DEPARTMENT: MSD-Admin

Supplier: **LUCKY BOOKSTORE**
 Address: Quezon Avenue,
Lucena City
 Tel.Fax No.: 710 5588 / 4268
 Supplier Registered with: Department of Trade and Industry

PO No. **16-020**
 Date: **23-Feb-16**
 Terms of Payment: on account
 Mode of Procurement: NPSV

Please deliver to this office within 30 days from receipt hereof the following:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	4	roll	ADHESIVE TAPE, Size 2", double sided with foam	135.00	540.00
2	6	roll	ADHESIVE TAPE, Size 2", double sided without foam	42.00	252.00
3	1394	pc	BALLPOINT PEN, Fine point, Black	8.40	11,709.60
4	613	pc	BALLPOINT PEN, Fine point, Blue	8.40	5,149.20
5	12	pc	BALLPOINT PEN, Fine point, Green	6.75	81.00
6	60	pc	BALLPOINT PEN, Fine point, Red	8.40	504.00
7	6	pc	BINDER, EDP BINDER, 11x9-1/2	38.50	231.00
8	24	pc	CERTIFICATE HOLDER, A4 Size	28.00	672.00
9	1	unit	CORKBOARD, Wall-type, w/frame, 18 x 24	235.00	235.00
10	2	unit	CUTTER, Paper Cutter, 18 x 15, Heavy duty	870.00	1,740.00
11	20	pc	DATER MACHINE, Self-inking (Received-date)	285.00	5,700.00
12	138	pc	ENVELOPE, Expanding, kraft board, min. of 285gsm for short size papers/documents	6.50	897.00
13	10	pc	FOLDER, Metal ring Binder, Long, 2 Hole Arc File	58.50	585.00
14	30	pc	FOLDER, Plastic, with side fastener and transparent cover, A4	13.00	390.00
15	10	pc	ID CLIP, Hook/clamp	3.00	30.00
16	5	pack	INDEX CARD, Plain, 5x8, plain, 127mm x 203mm (5 x 8), 500s/pack	140.00	700.00
17	4	pack	INDEX CARD, Ruled both sides, 127mm x 203mm (5 x 8), 500s/pack	125.00	500.00
18	2	pack	INDEX CARD, Ruled both sides, 3x5, 76mm x 127mm (3' x 5'), 500s/pack	52.50	105.00
19	88	pc	MARKER, Permanent Pen, Blue, broad tip, non-toxic	26.50	2,332.00
20	10	pack	PHOTO PAPER, Glossy 10s, A4	45.00	450.00
21	6	pack	PHOTO PAPER, Premium Grade, 210mm x 297mm (A-4), 15 pcs/pack	62.00	372.00
22	2	pc	POST IT FLAG, Sign Here (1x1.7)	48.00	96.00
23	2	pc	POST IT FLAG, Small,	35.00	70.00
24	2	pc	POST IT FLAG, Standard flags,	48.00	96.00
25	34	pc	RING BINDER, Size: 1/2 (1/2' x 44'), Small, plastic, assorted colors	7.95	270.30
26	2	box	STAPLE WIRE, For Industrial Stapler, Model: 23/10	25.50	51.00
27	1	box	TRANSPARENCY FILM, For Laser printer, A4 (210mmx297mm) size, 50s/box	92.50	92.50
					33,850.60
			Less Taxes: 5% VAT	1,511.19	
			1% EWT	302.24	1,813.43
			TOTAL AMOUNT		32,037.17

Terms & Conditions:

- The agency shall impose equivalent to 1/10 of 1 percent of the total value of the undelivered order for each day of delay as liquidated damages.
- Purchase Order (PO) shall be accepted by the supplier before the delivery of goods and/ or services.
- NO order shall be made by the agency within seven (7) days from the date of the receipt of PO.





Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
PhilHealth Regional Office IVA
Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City
Call Center (02) 441-7442 Contact Number (042) 373-7554
www.philhealth.gov.ph region4a@philhealth.gov.ph



4. Non-availability of stock shall be made known to PhilHealth before the acceptance of PO.
5. 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.
6. 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,

MIGUEL T. MACALINAO
Division Chief, MSD

Certified Budget Available:		Funds Available in the amount of: <u>33,850.60</u>	APPROVED:
ERLYN V. ROJAS Fiscal Controller II	FELICIANA O. PASTORPIDE Fiscal Controller IV		 EDWIN M. ORIÑA, M.D. OIC, PRO IVA
With in the COB:	<u>2016 COB</u>		
Expense Code:	<u>774-10</u>		
Budget:	<u>33,850.60</u>		
Remarks:	<u></u>		
Conforme:			
 <u>3-7-16</u>			
Signature over Printed Name and Position of Authorized Representative / Date of Received			