

JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT:

ACCOUNTING

Supplier:

COTTON CITY MARKETING

Address:

Lakandula Drive, Legazpi City

Tel. Fax No.:

Supplier Registered with:

Work Order No.: 16-02-003

Date: 02/13/16

Term of Payment: Charge

Mode of Procurement: SVP

Please deliver to this office within 5 days _____ 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
	70	pcs	Tshirt white- assorted sizes, with collar and print	200.00	14,000.00

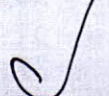

			PhilHealth 21st Anniv. use		
					14,000.00

Terms & Conditions:

- 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 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.
 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,

Very truly yours,

LORENA M. RUBIS
Division Chief, MSD

Certified Budget Available:	Funds Available in the amount of: <u>14,000 -</u>	APPROVED:
<u>LERI L. HIGAN</u>	<u>SHIRLEY S. VICTORIA</u> FCIV <u>4/17</u>	
Budget officer Designate	2015	ORLANDO D. IÑIGO JR Regional Vice President
With in the COB:	<u>HOLS, 759-01 13</u>	
Expense Code:	<u>14,000.00</u>	
Bdget:	<u>2016-03-00005</u>	
Remarks:		
Received copy of J.O. on	<u>Feb 15, 2016</u> Date	CONFORME:  <u>Mma. Liza Rempita</u> 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 &