



REPUBLIC OF THE PHILIPPINES  
**Philippine Health Insurance Corporation**  
 709 CityState Center Bldg.  
 Shaw Blvd. Brgy. Oranbo, Pasig City  
 TeleFax: 637-3158 637-4735

SBAC-PS-14

**JOB ORDER**  
 (Non-Inventoriable Items)

Supplier: VJ7 PRINTING AND PACKAGING INC. Job Order No.: 17-02-021  
 Address: P. Gomez St. Maysan, Valenzuela City Date: February 17, 2017  
 Tel.Fax No. 2779513 Terms of Payment: On Account  
 Supplier Registered with: PHILHEALTH Mode of Procurement: Small Value Procurement

Please deliver to this office within As per schedule upon approval of the following  
 10 working days upon approval of final sample

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
500	sets		PROCUREMENT OF PROGRAM/INVITATION CARDS AND CUSTOMIZED ENVELOPES FOR THE CONDUCT OF PHILHEALTH SYMPOSIUM  <b>INVITATION CARD</b> Size: 3.5" x 9" Paper Stock: Matte 220 Process: Full Color, 2 side print  <b>CUSTOMIZED ENVELOPE</b> Size: 3.5" x 9.25" Paper Stock: Book Paper No. 70 Process: Full Color, 1 side print	28.00	14,000.00
			LESS: EWT 2% 250.00 ✓ GMP 5% 625.00 ✓		14,000.00
					875.00
					<b>13,125.00</b>
			PR # 17-0044 did. 01/31/17 CORMAR		

**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 acknowledge 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. Supplier are advised to inform Procurement Section at least two (2) days before the delivery. Use of elevator shall only be from 09:00 to 11:30 a.m. and 1:30 to 3:00 p.m. during Mon/Wed/Fri (MWF). All item(s) shall be delivered and accepted by the PSMD at 15th Floor, Room 1501 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. With provision for a back-up unit in case of repair.
- The contracting parties undertake to comply with Office order No. 0018-2015 entitled (Reiteration of Philhealth No Gift Policy (Revision 1) which is deemed incorporated into this Contract. No Philhealth personnel shall solicit, demand, or accept, directly or indirectly, any gift from any person, group or association, or juridical entity, whether from the public or private sector, at anytime, on or off the work premises where such gift is given in the course of official duties or which in connection with any transaction which may affect the functions of their office or influence the actions of directors or employees, or create the appearance of a conflict of interest.
- Warranty Security of 1% of gross amount (Section 62. Warranty of 2016 Revised IRR of RA 9184).

Very truly yours,

*ELY E. ROXAS*  
 ELY E. ROXAS

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	Php14,000.00	APPROVED:
<i>Corazon M. Tabulao</i> CORAZON M. TABULAO Fiscal Controller III	<i>Lynne S. Arcenas</i> LYNNE S. ARZENAS Fiscal Controller III	14,000.00	<i>Cherie Carmen B. Divina</i> CHERIE CARMEN B. DIVINA Head - SBAC & Procurement Office HEAD OF THE AGENCY or Authorized Representative
Within the COB: <u>2017</u> Expense Code: <u>759-01/50-10</u> Budget: <u>16,000 - Change of administrator</u> Remarks: <u>save budget</u>	<u>ABC 2017-01-035</u>		
Received copy of J.O on <u>Feb 20, 2017</u>	CONFORME:	<i>Emmy Ventuck</i> EMMY VENTUCK Print Name and Signature of Supplier/Representative	