

J O B O R D E R
 (Non-Inventoriable Items)

Supplier EVER ENGRAVING STATIONERY, INC. Job Order No.: 17-12-170
 Address 168 P. Gomez, San Juan Date: December 13, 2017
 Tel.Fax No. 724-1191 Terms of Payment: On Account
 Supplier Registered with: PHILHEALTH Mode of Procurement: Small Value Procurement

Please deliver to this office within 5 working days upon approval of the following

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	16	boxes	CALLING CARDS specs: Full Color with black embossed smooth white 250-270gsm Size: 2" x 3.5 Offset printing PR # 17-0780 dtd. 12-01-17 PRID	520.00	8,320.00
			LESS: EWT 2% 148.57 GMP 5% 371.43		8,320.00 520.00 7,800.00

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.

Very truly yours,

Ely E. Roxas
 ELY E. ROXAS

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	Php8,320.00	APPROVED:
<i>Therese M. Tindoy</i> THERESE M. TINDOY Fiscal Controller III	<i>Lynne S. Arcenas</i> LYNNE S. ARCENAS Fiscal Controller III	<i>12/28/17</i>	<i>for: Jude P. de la Serna 12/29</i>
Within the COB: <i>2017</i>	<i>8,320.00</i>	<i>ABC# 2017-11-475</i>	Dr. Celestina Ma. Jude P. de la Serna Interim/OIC President and CEO
Expense Code: <i>502301001/10</i>			
Budget: <i>8,320.00</i>			
Remarks: <i>GMP</i>			
Received copy of J.O on <u>01-04-18</u>			CONFORME: <i>Mencha Maasi</i> MENCHA MAASI Print Name and Signature of Supplier/Representative