

REPUBLIC OF THE PHILIPPINES
Philippine Health Insurance Corporation
 709 CityState Center Bldg.
 Shaw Blvd. Brgy. Oranbo, Pasig City
 Telefax No. 637-3158 637-4735

PURCHASE ORDER

Supplier: 16/35MM PRODUCTION SUPPLY Purchase Order No.: 03-030-17
 Address: UG 22 & 23 Star Centrum Bldg. # 35 Sen. Gil Puyat Ave., Makati City Date: March 16, 2017
 Tel.Fax No.: 893-3849 Term of Payment: On Account
 Supplier Registered with: PHILHEALTH Mode of Procurement: Small Value Procurement

Please deliver to this office within 20 working days from receipt hereof the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	4	unit	PAPER CUTTER (TRIMMER), 350mm cutting size,30 sheets cutting capacity, authomatic clamping, stationery blade guard, A4 -A6 format indicator	4,558.00	18,232.00
2	1	unit	PAPER SHREDDER Can shred staples, credit cards and CD's strip cut, cut atleast (6) sheets for 70 gsm paper with cutting speed of 60min/Sec. auto switch and auto reverse, with motor overheating protection, cutting width of 3mm Note: (One year warranty) LESS: EWT 1% 247.61 GMP 5% 1,238.04	9,500.00	9,500.00
					27,732.00
					1,485.65
					26,246.35
PR # <u>17-0106, 17-0090, 17-0113, 17-0074</u> See attached distribution list.					

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 Purchase Order (P.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,

[Signature]
ELY E. ROXAS

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	Php27,732.00	APPROVED:
<i>[Signature]</i> CORAZON M. TABULAO/THERESE M. TINDOY Fiscal Controller III	<i>[Signature]</i> LYNIE S. ARCENAS Fiscal Controller III		<i>[Signature]</i> ATTY. VALERIE ANNE H. HOLLERO OIC, Corporate Legal Counsel HEAD OF THE AGENCY or Authorized Representative
Within the COB: <u>2017</u>	Expense Code: <u>774-10 Office Equipment</u>	<u>774-10 office supplies</u>	
Budget: <u>₱ 9,500.00</u>	<u>1</u>	<u>₱ 18,232.00</u>	
Remarks: <u>changed to various office</u>			

CONFORME:

[Signature]
Signature over Printed Name and Position of authorized representative

Received copy of P.O.:

4-3-17
Date