

FROM: \_\_\_\_\_

FAX NO. : \_\_\_\_\_

Dec. 2017 15:02 P 002

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

**PURCHASE ORDER**

Supplier: ST. FRANCIS SQUARE DEPARTMENT STORE, INC. Purchase Order No.: 12-170-17  
 Address: 4/F St. Francis Square Bldg. Julia Vargas, Ortigas Center, Mandaluyong City Date: December 6, 2017  
 Tel. Fax No.: 632-1010 Term of Payment: On Account  
 Supplier Registered with PHILHEALTH Mode of Procurement: Shopping

Please deliver to this office within 15 working days from receipt hereof the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	600	pcs	Envelope, Expanding kraft board, min. of 285 gsm for short size/papers/documents, (100 pcs/box)	8.00	6,400.00
2	48	roll	Tape, Adhesive, size 1" double sided with foam	61.50	2,952.00
3	53	roll	Tape, Adhesive, size 1" double sided without foam	20.50	1,086.50
4	37	roll	Tape, Adhesive, size 2" double sided with foam	145.00	5,365.00
5	40	roll	Tape, Adhesive, size 2" double sided without foam	60.00	2,400.00
6	83	roll	Tape, transparent, size 3", 50mm	30.00	2,490.00
7	34	pcs	CD Rewritable high speed, 700mb/80min, capacity compatible with 4x - 12x CD drivers slim case	44.00	1,496.00
8	22	can	Computer Cleaner, Wipe out	58.00	1,334.00
9	48	DCS	DVD recordable, 16x speed, 4.7GB capacity, 120mins. Recording time Individual Case	31.75	1,524.00
10	76	pcs	DVD Rewritable, 4x speed, 4.5GB min. capacity, 120 mins. Recording time. Individual Case	\$1.00	3,876.00
11	7	packs	Paper, Yellum A4	25.00	175.00
12	1	packet	Battery, Rechargeable, AA 260NIMH (2 pcs / packets)	367.50	367.50
13	1	packet	Battery, Rechargeable, AAA 250NIMH (2 pcs / packets)	367.50	367.50
					29,833.50
LESS: EWT 1% 266.37					
GMP 5% 1,331.85					1,598.22
					<b>28,235.28</b>
PR # _____ Please 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 acknowledged 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:	Php29,833.50	APPROVED:
<i>Therese M. Tindoy</i> THERESE M. TINDOY Fiscal Controller III	<i>Lynne S. Arcenas</i> LYNNE S. ARGENAS Fiscal Controller III	12/18/17 P 29,833.50	<i>Dr. Celestina Ma. Jude P. de la Serna</i> Dr. Celestina Ma. Jude P. de la Serna Interim/OIC President and CEO
Within the COBI:	Expense Code:	Budget:	Remarks:
	5020901001	29,833.50	
CONFORME:			Received copy of P.O. _____
Signature over Printed Name and Position of authorized representative			Date