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MAR 20 2017  
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Republic of the Philippines  
PHILIPPINE HEALTH INSURANCE CORPORATION

POMM-P-007

**JOB ORDER**  
(Non-inventoriable items)  
OFFICE/DEPARTMENT: PSD 1

Supplier: JPZ APPLIANCE SERVICE CENTER  
Address: Dagupan City  
Tel. Fax No.: 515-8510  
Supplier Registered with: 103-626-007-000 VAT

Work Order No.: 2017-16  
Date: 3/20/2017  
Term of Payment: Charge  
Mode of Procurement: Negotiated Procurement  
Small Value Procurement

Please deliver to this office within 7 working days upon receipt of JO 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
	1	lot	Labor and materials for the replacement of magnetic contactor		
	1	pc	Magnetic Contactor	1,250.00	1,250.00
			Service Charge	600.00	600.00
			WARRANTY: 90 days on service; 30 days on parts		
			XXXXXXXXXXXXXXXXXXXX nothing follows XXXXXXXXXXXXXXXXXXXX		
			Less: TAX		
			VAT (5%/1.12)		82.59
			PR No. 17-0126-0120		
			Requesting Unit: GSU Unit		
			Total - Net of Tax		1,767.41

- Terms & Conditions**
- The agency shall impose penalty in an amount equivalent to 1/100 or 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 (JO) 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.
  - Delivery of the above items shall be made within the prescribed schedule date. Suppliers are advised to inform Procurement Section at least ten (10) days before the delivery. Use of elevator shall be from 9:00AM to 11:30 AM and 1:00pm to 3:00PM during Mon-Fri (M-F).
  - All items shall be delivered and accepted by the Procurement Section at 11th Floor, Room 1503 Citystate (Ct. Mid-Plas City.
  - Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
  - Defective, incompatible or non-compliant goods as to specification when quoted shall be rejected and returned at the time of delivery.
  - 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).
  - 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,

MARICAR M. ARZADON, M.D.  
MO VII / ASO CHIEF

Confirmed Budget Available: <input checked="" type="checkbox"/> Funds Available in the amount of: _____ JERISA MUNOZ Fiscal Controller III With or without: _____ Expense Voucher: _____ Budget: _____ Remarks: _____	EDWARD Q. ESPERTELA, JR. OIC-IMS 03/28/17 Date	APPROVED: ATTY. RODRIGO B. DEL ROSARIO, JR., MBA, CSEE LIC. Officer of the Regional Vice President BY THE AUTHORITY OF THE RVC REP: JOSEPHINE P. SUSTIA OIC-RCMO CONFORME: Chisty A. Amudio Signature over Printed Name of Supplier / Representative
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- INSTRUCTIONS ON HOW TO USE THIS FORM:**
- This form shall be used for the acquisition of services such as printing, renovation, etc.
  - This form shall be accomplished by the staff of the Procurement Section upon decision of the Division Chief & Senior Manager as to which supplier has submitted the lowest quotation and if it had met the required specs.
  - All other terms and conditions stated herein are valid upon completion of signatories of authorized personnel.
  - The budget allocated must be affixed on the PO by routing to the Comptrollership Department upon approval of the PO.
  - This serves the purpose of a contract which shall be the basis of any delivery requirement and payment processing.
  - This form shall be prepared in 3 copies distributed as follows:  
 1 copy - PMO  
 1 copy - Comptrollership Dept.  
 1 copy - CDA