Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

POM-M-P-07

JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: PRO 1

Work Order No.: 2017-90
Date: 12/29/2017
Term of Payment: Charge
Mode of Procurement: Negotiated Procurement
Small Value Procurement

Supplier: NAM-AY CONSTRUCTION & GENERAL MERCHANDISE
Address: Pob. Este, Sta. Cruz, Ilocos Sur
Tel. Fax No.: 0917-534-5104
Supplier Registered with: 403-230-398-000 V

Please deliver to this office within on February 15, 2018 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	Repair and installation of Frontline Counter (4.5 M Length x 0.75 M Height)		17,350
			xxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxx		
			Less: TAX	774.55	
			VAT (5%/1.12)	309.82	1,084
			EWT (2%/1.12)		
			PR No. 17-1213-0617	Total - Net of Tax	16,265 68
			Requesting Unit: PSO Candon		

Terms & Conditions

1. 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.
2. 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 acknowledged by a representative either through fax or e mail.
3. Delivery of the goods/item/s shall be made within the prescribed schedule dates. Suppliers are advised to inform Procurement Section at least twelve (12) days before the delivery. Use of elevator shall be from 9:00AM to 11:30 AM and 1:30pm to 3:00PM during Mon/Wed/Fri (M/W/F). All item/s shall be delivered and accepted by the Procurement Section at 15th Floor, Room 1503 Citystate Ctr. Bldg. Pasig City.
4. Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
5. Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery.
6. 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).
7. 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.

PHILHEALTH REGIONAL OFFICE I
COA
1 - 18 - 18
Received By:
Time :

Very truly yours,

By the authority of the MSO Chief

JANE C. RAGOS
PC IV / ASS Chief

MARICAR M. ARZADON, M.D.
MO VII / MSO Chief

Certified Budget Available:
JOSICA MONES
Head Controllership

Funds Available in the amount of: P 16,265.68
EDWARD O. ESPIRITU
NO IV / HMS Chief

APPROVED:
ATTY. RODOLFO B. DEL ROSARIO JR.
OIC-Office of the Regional Vice President

By the authority of the OIC-RVP:
JOSEPHINE O. QUITOS
DIVISION CHIEF

CONFORME:
Signature over Printed Name of Supplier / Representative

Received copy of J.O. on 12.29.17 Date

INSTRUCTIONS ON HOW TO USE THIS FORM:

1. This form shall be used for the acquisition of services such as printing, renovation, etc.
2. 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.
3. All other terms and conditions stated herein are valid upon completion of signatories of authorized personnel.
4. The PO # allocated must be affixed on the PO by routing to the Comptrollership Department upon approval of the PO.
5. This serves the purpose of a contract which shall be the basis of any delivery requirement and payment processing.
6. This form shall be prepared in 3 copies distributed as follows:

1 copy - PRIO
1 copy - Comptrollership Dept.
1 copy - COA