



PURCHASE ORDER

OFFICE/DEPARTMENT: MSD-Admin

Supplier: **MAKATI MICROSHOP** PO No. **17-022**
 Address: **O/F Valero Plaza, Valero St., Saicedo Village** Date: **22-Feb-17**
 City: **Makati City**
 Tel/Fax No.: **(02) 817 9353** Terms of Payment: **COO**
 Supplier Registered with: **Department of Trade and Industry** Mode of Procurement: **local shopping**

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

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	2	sets	Drum Kit, for Brother MFC 7470D, DR 2235	3,050.00	6,100.00
2	1	set	Drum Kit, for Brother Fax Machine, 2820 Part no. DR2025	4,950.00	4,950.00
3	2	pcs	Drum Kit, for Brother 3215	7,300.00	14,600.00
4	14	pcs	Toner Cartridge, for Brother 5350dn Printer, TN3250	3,800.00	53,200.00
5	4	pcs	Toner Cartridge, for Brother Fax Machine Model MFC7360 / MFC7290 / 2840 / MFC 7470D	1,950.00	7,800.00
					86,650.00
				Less Taxes: 5% VAT	3,868.30
				1% EWT	773.66
				TOTAL AMOUNT	82,008.04
				Purchase Request No: 2017-022 dated February 7, 2017	

Terms & Conditions:

- The agency shall impose equivalent to 1/10 of 1 percent of the total value of the undelivered order for each day of delay as liquidated damages.
- If the date of receipt of the Purchase Order / PO 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 email.
- Delivery of the above item(s) shall be made within the delivery period from Mondays to Fridays 8am to 5pm. Supplier are advised to inform Procurement Section atleast two (2) days before the delivery. All item(s) shall be delivered and accepted by the Property and Supply Unit at PhilHealth Regional Office IV-A, Lucena Grand Central Terminal, Brgy. Bayang Dupay, Lucena City.
- Delivery Receipt and Sales Invoice shall be required to 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 Regulation of PhilHealth's 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/employees, or create the appearance of a conflict of interest.

Very truly yours,

FELICIANA O. PASTORPIDE
 OIC-MSD

Confirmed Budget Available:	Funds Available in the amount of:	86,650.00	APPROVED:
ERLYN V. ROJAS Fiscal Controller	ARON R. RIANO Fiscal Controller III		ALBERTO C. MANDURIAO RVP, PRO IVA
With in the COB:	2017 COB		
Expense Code:	774-10		
Budget:	86,650.00		
Remarks:			
Conforms:	 Signature over Printed Name and Position of Representative		Received Copy of PO: Date: 2/24/17

RECEIVED

BY: