

REPUBLIC OF THE PHILIPPINES
Philippine Health Insurance Corporation
709 CityState Center Bldg.
Shaw Blvd. Brgy. Granbo, Pasig City
Tel/Fax: 637-3158 637-4735

JOB ORDER

SBAC-PS-14

Supplier: **BEST SHOT PRINTING** Job Order No.: **18-10-103**
Address: **109 Katarina Road, Quezon City** Date: **October 3, 2018**
Tel/Fax No.: **433-0772 924-2546** Terms of Payment: **On Account**
Supplier Registered with: **PHILHEALTH** Mode of Procurement: **Small Value Procurement**

Please deliver to this office within **30 working days upon approval of final sample** upon approval of the following
Note: **Excluding 7 working days for the presentation of sample.**

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1,000	PCS	PROCUREMENT OF CORPORATE GREETING CARD WITH ENVELOPE Spec: CARD: Size: 16 cm x 13 cm (H) folded 16 cm x 26cm (spread) Paper Stock: Matte 180 Process: Full Color CMYK (2 sides) CUSTOMIZED ENVELOPE Size: 17 cm x 14 cm Packaging: 200 sets per box Note: Greeting Card must be inside the envelope upon delivery	6.50	12,500.00
LESS:					12,500.00
EWT 23 580.36					2,031.25
GMP 33 1,450.00					38,466.75
18-0486 dtd. 09/11/18 Corner					

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 Job Order (J.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 sample 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 08:00 to 11:30 a.m. and 1:30 to 3:00 p.m. during Mon/Wed/Fri (BWF). All sample 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 (Declaration 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 2015 Revised IRR of RA 8196).

Very truly yours,

LYNE E. ARCONAS

Administrative Officer III

APPROVED:

MARY ANN A. MALING

Head, SBAC
HEAD OF THE AGENCY
or Authorized Representative

Certified Budget Available: Funds Available in the amount of: **Php32,500.00**

Corazon M. Tabalao
CORAZON M. TABALAO
Fiscal Controller II

LYNE E. ARCONAS
LYNE E. ARCONAS
Fiscal Controller III

10-197

Under the COA: *Mark*
Expense Code: **GEAR01602** / *12*
Budget: **22,580** / *1000000*

ABC A 2018-08-259

Received copy of J.O. on _____

CONFIRMED:

CHRISTIA BEKE
Print Name and Signature
of Supplier/Representative

10-11-2018

SBAC-PS-14

Supplier	BEST SHOT PRINTING	Job Order No.:	18-10-103
Address	109 Kamias Road, Quezon City	Date:	October 3, 2018
Tel.Fax No.	435-0772 924-2548	Terms of Payment:	On Account
Supplier Registered with:	PHILHEALTH	Mode of Procurement:	Small Value Procurement

Please deliver to this office within **20 working days upon approval of final sample** upon approval of the following

Note: Including 7 working days for the presentation of sample.

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	5,000	PCS	PROCUREMENT OF CORPORATE GREETING CARD WITH ENVELOPE Specs: CARD: Size: 16 cm x 13 cm (H) folded 16 cm x 26cm (spread) Paper Stock : Matte 180 Process: Full Color CMYK (2 sides) CUSTOMIZED ENVELOPE Size: 17 cm x 14 cm Packaging: 200 sets per box Note: Greeting Card must be inside the envelope upon delivery	6.50	32,500.00
					32,500.00
			LESS: EWT 2% 580.36 GMP 5% 1,450.89		2,031.25
					30,468.75
			18-0466 dtd. 09/11/18 Cormar		

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. If 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 acknowledge to have been received by a representative either through fax or e-mail
3. 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.
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. With provision for a back-up unit in case of repair.
6. 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.
7. Warranty Security of 1% of gross amount (Section 62. Warranty of 2016 Revised IRR of RA 9184).

ELY E. ROXAS

Administrative Officer III

<div> <div>Certified Budget Available:</div> <div>Funds Available in the amount of:</div> <div>Php32,500.00</div> </div>		<div>APPROVED:</div>
<div> <div> <div>CORAZON M. TABULAO</div> <div>Fiscal Controller III</div> </div> <div> <div>LYNIE S. ARCENAS</div> <div>Fiscal Controller III</div> </div> </div>		<div> <div>MARY ANN A. MALINIS</div> <div>Head, SBAC</div> <div>HEAD OF THE AGENCY</div> <div>or Authorized Representative</div> </div>
<div> <div>Within the COB:</div> <div>Expense Code:</div> <div>Budget:</div> <div>Remarks:</div> </div>		
<div>Received copy of J.O on</div>		<div>CONFORME:</div> <div>Print Name and Signature of Supplier/Representative</div>