

709 CityState Center Bldg.  
Shaw Blvd. Brgy. Oranbo, Pasig City  
Telefax No. 637-3158 637-4735

**PURCHASE ORDER**

Supplier: OTUS COPY SYSTEMS, INC. Purchase Order No.: 04-012-18  
Address: UBS David II Bldg. 567 Shaw Blvd. Wack Wack, East Greerhills, Mandaluyong City Date: April 16, 2018  
Tel.Fax No.: 723-8726 Term of Payment: On Account  
Supplier Registered with PHILHEALTH Mode of Procurement: Shopping

Please deliver to this office within 30 days from receipt hereof the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	9	CA	FUJI XEROX PHASER. TONER CARTRIDGE FOR NETWORK PRINTER 4510  Note: One (1) year warranty from the date of delivery  Items must be New and Original	8,329.00	74,961.00
					74,961.00
			LESS: EWT 1% 669.29 ✓ GMP 5% 3,346.47 ✓		4,015.76
					70,945.24
			PR# 18-0056 dtd. 3/23/2018 PRID (1st Quarter Stock 2018)		

**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 (Rritation 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.
- Retention Fee of 1% of gross amount (GPPB Resoution No. 30-2017 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:	Php74,961.00	APPROVED:
<i>Therese M. Tindoy</i> THERESE M. TINDOY Fiscal Controller III	<i>Lynne S. Arcenas</i> LYNNE S. ARCENAS Fiscal Controller III P 74,961.00		DR. ISRAEL FRANCIS A. PARGAS HEA/OIC-VPL HEAD OF THE AGENCY or Authorized Representative
Within the COB: 2018	Expense Code: 5020301002 / 10	Budget: P 74,961.00 / 5000	
Remarks:			
CONFORME:	Received copy of P.O. 4/24/18 Date		
Signature over Printed Name and Position of authorized representative			