

REPUBLIC OF THE PHILIPPINES  
Philippine Health Insurance Corporation  
709 CityState Center Bldg.  
Shaw Blvd. Brgy. Oranbo, Pasig City  
Telefax No. 637-3158 637-4735

**PURCHASE ORDER**

Supplier: BOC'S TRADING CO., INC. Purchase Order No.: 08-074-18  
Address: 264-66 San Vicente St., Mezzanine, Dinondo, Manila Date: August 14, 2018  
Tel/Fax No.: 241-2981 Term of Payment: On Account  
Supplier Registered with: PHILHEALTH Mode of Procurement: Shopping

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

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	250	pcs	FOLDER, Fancy with plastic grip assorted colors for Legal size paper/documents, min. thickness of 0.24mm, 225mm x 345mm, (50 pcs/pack)	6.40	1,600.00
2	350	pcs	FOLDER, Plastic L-type of Legal size documents, 216mm x 304mm transparent for easy identification of contents (50pcs/pack)	4.60	1,610.00
3	153	pcs	FOLDER, Plastic with side fastener and transparent cover, A4	23.60	3,519.00
4	94	pcs	FOLDER, Plastic with side fastener and transparent cover, Legal	24.60	2,256.00
5	300	pcs	FOLDER, Pressboard, plain for legal size papers/documents, 242mm x 369mm, color: cream, green or maroon, etc. (100pcs/box)	15.45	20,085.00
6	420	pcs	FOLDER, Pressboard, plain for letter size papers/documents	15.10	6,300.00
7	3,000	pcs	FOLDER, Tagboard for A4 size papers/documents, 0.342mm thickness, 240mm x 320mm, smooth finish and non-blot on both	3.10	9,900.00
8	4,400	pcs	FOLDER, tagboard for Legal size papers/documents, 0.342mm thickness, 240mm x 365mm, smooth finish and non-blot on both	3.40	14,960.00
					60,230.00
LESS: EWT 1% 537.77 ✓					
GMP 5% 2,688.84 ✓					
PR #					3,226.61 ✓
18-0276 dtd. 06-11-18 & 18-0128 dtd. 04-13-18 PR/D					57,003.39 ✓

**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 (Reliteration 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 2016 Revised IRR of RA 9184).

Very truly yours,

ELY E. ROKAS

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	Php60,230.00	APPROVED:
THERESA M. TINDOY Fiscal Controller III	LYNIE S. ARCERAS Fiscal Controller III	8/20/18 P 60,230.00	MARY ANN A. MALINIS Head, SBAC HEAD OF THE AGENCY or Authorized Representative
Within the CGR: 5018 Expense code: 5020301001 / 10 Budget: P 60,230.00 - LMS OFF Remarks:	Received copy of P.O.: 09-04-18 Date		
CONFORME: Signature over Printed Name and Position of authorized representative			