

Republic of the Philippines  
PHILIPPINE HEALTH INSURANCE CORPORATION

PHILHEALTH REGIONAL OFFICE I  
COA  
6-27-18  
Received By: 18  
Time: \_\_\_\_\_  
FORMS-007

**JOB ORDER**  
(Non - Inventoriable Items)  
OFFICE/DEPARTMENT: PRO 1

Supplier: MATCO COMPUTER CENTER  
Address: 203 B Corner 4th St., 11th Ave., Grace Park Caloocan City  
Tel. Fax No.: (02) 441-4502  
Supplier Registered with: 224-228-547-000 V

Work Order No.: 2018-33  
Date: 6/25/2018  
Term of Payment: COD  
Mode of Procurement: Negotiated Procurement  
Small Value Procurement

Please deliver to this office within 15-30 days upon availability of check 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	service	Repair/Check-up of HP Laserjet Enterprise 600 M601n (CE989A) S/N: CNB8D780D	300.00	FREE
	1	pc	Mechanical Assembly of HP Laserjet Enterprise 600 M601n (CE989A) S/N: CNB8D780D	18,900.00	12,500.00
	1	service	Repair/Check-up of HP Laserjet Enterprise P4015n S/N: CNFY391690	300.00	FREE
	1	pc	Mechanical Assembly of HP Laserjet Enterprise P4015n S/N: CNFY391690	20,000.00	12,500.00
	Warranty: 3 months		xxxxxx nothing follows xxxxxx	Parts	25,000.00
		Less: TAX		Labor	FREE
		VAT (5%/1.12)	1,116.07	Total-P&L	25,000.00
		EWT (1%/1.12)	223.21		1,339.29
		PR No. 18-0606-0225		Total - Net of Tax	23,660.71
		Requesting Unit: ITMS			

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 acknowledged to 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 date. Suppliers are advised to inform Procurement Section at least two (2) 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 (MWF). All item/s shall be delivered and accepted by the Procurement Section at 15th Floor, Room 1503 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.
- In case the sales of layout/design presented by the supplier does not satisfy the end-user, the Corporation has the right to cancel the Job Order (JO).
- 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.

THE AUTHORITY OF THE:

JOY O. BRAYO  
FISCAL CONTROLLER III

By the authority of the MSD Chief

JANE CRAGOS  
FC IV / AS CHIEF

Very truly yours,

CYNTHIA S. SANTOS  
DC-IV / MSD CHIEF

Certified Budget Available:	Funds Available in the amount of: <u>25,000.00</u>	APPROVED:
<u>JOSE A. MONES</u> Fiscal Controller III	<u>EDWARD O. ESRITU</u> AO IV / FMS Chief	<u>ALBERTO C. MANSURIAO</u> Regional Vice President
Within the COB: Expense Code: Budget: Remarks:	BY THE AUTHORITY OF THE CHIEF, FMS <u>JOSE A. MONES</u> FISCAL CONTROLLER III	12 6 JUN 2018
Received copy of J.O. on <u>June 27, 2018</u>		CONFIRMED <u>Michael</u> Signature of Supplier / Representative

INSTRUCTIONS ON HOW TO USE THIS FORM:

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

1 copy - PRD

1 copy - Comptrollership Dept.

1 copy - COA