



Republic of the Philippines  
PHILIPPINE HEALTH INSURANCE CORPORATION

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

PHILHEALTH REGIONAL OFFICE  
COA  
7-7-18 POMM-P-007  
Received By: 18  
Time: 18

Supplier: GNS TIRE AND SERVICE CENTER INC.  
Address: Lucao District, Dagupan City  
Tel. Fax No.: 523-0138, 515-6841, 523-9828 (fax)  
Supplier Registered with: 006-016-737-000 V

Work Order No.: 2018-42  
Date: 9/4/2018  
Term of Payment: Charge  
Mode of Procurement: Negotiated Procurement-  
Small Value Procurement

Please deliver to this office within 1 week 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	pc	Labor and materials for the repair & maintenance of Toyota Innova, SHU-882	321.00	321.00
	7	ltrs	Oil Filter C-111	560.00	3,920.00
			Motul Multi Power	210.00	210.00
			Labor for change oil		
			xxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxx	TOTAL-L&M	4,451.00
			Less: TAX		
			VAT (5%/1.12)		198.71
			PR No. 18-0103-0022	Total - Net of Tax	4,252.29
			Requesting Unit: GSU-Motorpool		

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.
- 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 dates. 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 series 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.

Very truly yours,

CYNTHIA S. SANTOS

Division Chief IV / MSD Chief

Certified Budget Available:                      Funds Available in the amount of: 4,451.00

JOSE A. MONES  
Fiscal Controller II

JANE C. RAGOS  
FC IV / FMS Chief

With in the COB: CY 2018  
Expense Code: 50217060  
Bdget: 4,451  
Remarks: ASC/GSU

APPROVED:

ALBERTO C. MANDURIAO  
Regional Vice President

Received copy of J.O. on

01-02-18

Date

CONFORME:

                      
Signature over Printed Name  
of Supplier / Representative