

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: **CITIPAPER INC.**
 Address: Suite 125 Comfood Bldg. Gil Fryat Ave. Makati City
 Tel/Fax No. 852-4581 844-5394
 Supplier Registered with **PHILHEALTH**

Purchase Order No.: **05-022-19**
 Date: **May 28, 2019**
 Term of Payment: **On Account**
 Mode of Procurement: **Shopping**

Please deliver to this office within **10 working days** from receipt hereof of the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	16	box	CONTINUOUS FORMS 11 X 14-7/8. CARBONLESS, 3 PLY, FLAIN, 55gsm. (500 sets/box)	2,280.00	41,040.00
			**** nothing follows ****		41,040.00
			LESS: EWT 1% 366.43 ✓		2,198.57
			GMP 5% 1,832.14 ✓		38,841.43
			19-0017 dtg. 01-01-19 Comptrollership		

- 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 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. 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 (VWF). 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 (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.
 - Warranty Security of 1% of gross amount (Section 62, Warranty of 2016 Revised IRR of RA 9184).

Very truly yours,
ELY E. ROXAS
 Administrative Officer III

05-603

Certified Budget Available: Funds Available in the amount of: Php41,040.00	APPROVED: _____ JOSEPH O. VERGARA Head, SBAC HEAD OF THE AGENCY or Authorized Representative
Within the CDB: 2869 Expense Code: 5020211001 Budget: 241,040 - Comptrol. Remarks: Approved for purchase of 16 boxes of continuous forms 11x14-7/8 carbonless 3 ply plain 55gsm.	Received copy of P.O.: JUNE 11, 2019 Date
CONFIRMED: _____ JOHANN JAVIER Signature over subject line and Position of authorized representative	