

PURCHASE ORDER

Supplier **BOC'S TRADING CO., INC.**
 Address 264-266 San Vicente St., Binondo, Manila
 Tel.Fax No. 241-2977
 Supplier Registered with: PHILHEALTH

Purchase Order No.: **10-086-19**
 Date: October 22, 2019
 Term of Payment: On Account
 Mode of Procurement: Local 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	24	ream	PAPER BOND, Multicopy, 80gsm, A3	420.00	10,080.00
2	21	ream	PAPER, BOOK PAPER, Short, S20	162.50	3,412.50
3	33	ream	PAPER, PARCHMENT, multi purpose, Legal size (100 sheets/ream)	240.00	7,920.00
4	9	pc	CUTTER, Heavy duty, retractable L-500	15.00	135.00
5	13	pc	CUTTER, Small, retractable L-200	7.50	97.50
6	10	pc	RULER, plastic 300mm (12) width 28mm min. flexible trasparent/clear ruler scale: mm, cm, inches, thickness 0.80mmm min.	4.00	40.00
7	14	pair	SCISSORS, size 8, big, stainless steel with plastic handle	50.00	700.00
8	1	pair	SCISSORS, size 15cm (6) stainless steel	25.00	25.00
9	19	pc	STALE WIRE REMOVER, Industrial	52.00	988.00
10	10	pc	CORRECTION PEN, waterbased	22.00	220.00
					23,618.00
LESS: EWT 1% 210.88 GMP 5% 1,054.38					1,265.26
					22,352.74
PR #					
19-0371 dtd. 08/13/19 PRID					
19-0391 dtd. 08/22/19 PRID					
19-0360 dtd. 08/07/19 PRID					

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 acknowledge 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 (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 (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.
- In all cases, the request for extension should be submitted before the lapse of the original delivery date. The maximum allowable extension shall not be longer than the initial delivery period as stated in the original contract.

Very truly yours,

Joseph O. Vergara
JOSEPH O. VERGARA
 Head, SBAC

10-549

Certified Budget Available:	Funds Available in the amount of: Php23,618.00	APPROVED:
<i>Therese M. Tinoco</i> TERESE M. TINOCO Fiscal Controller III	<i>Lilia Garrido</i> LILIA GARRIDO Fiscal Controller III	<i>Dennis S. Mas</i> DENNIS S. MAS, PhD URP Acting EVP & COO, Concurrent SVP-MSS HEAD OF THE AGENCY or Authorized Representative
Within the COB: <u>2019</u>	Expense Code: <u>5020301001 / S102#10</u>	
Budget: <u>22,618.00</u>	Remarks: <u>Oranbo to various office</u>	

CONFORME:	Received copy of P.O.:
<i>John Gatto</i> John Gatto Signature over Printed Name and Position of authorized representative	<u>10-28/19</u> Date