

Republic of the Philippines  
PHILIPPINE HEALTH INSURANCE CORPORATION

POMM-P- 007

**JOB ORDER**

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: PRO 1

Supplier: **UPS AUTO SHOP**

Address: **Corner De Venecia Rd, Lucao District, Dagupan City**

Tel. Fax No.: **0948-073-3298**

Supplier Registered with: **906-221-212-008 NV**

Work Order No.: **19-15**

Date: **5/23/2019**

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
			Repair and maintenance of Toyota Innova, SHU 882		
			Replacement of Aircon Pulley		4,800.00
			Labor for Pulldown of Compressor		600.00
			Labor for general cleaning		3,500.00
			xxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxx	Total Labor	4,100.00
				TOTAL-L&M	8,900.00
			Less: TAX		
			VAT (3%) (labor & materials)		267.00
			PR No. 19-0320-0194		
			Requesting Unit: GSU	Total - Net of Tax	8,633.00

**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 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: 8,900.00

**JOSE A. MONES**

Fiscal Controller III

**JANE C. RACOM**  
COMMISSION ON AUDIT  
AUDIT TEAM R1-04 (PHIC Group)  
FC IV / PMS CHIEF



**MAY 24 2019**

RECEIVED BY: Au

APPROVED:

**ALBERTO C. MANDURIAO**

Regional Vice President

BY THE AUTHORITY OF THE SECRETARY

**MARICAR M. ARZADON, MD**  
MEDICAL OFFICER/VI

With in the COB:

Expense Code:

Bdget:

Remarks:

05/2019  
10213060  
8,900  
ASS/GSU

Received copy of J.O. on

5/23/19  
Date

CONFORME:

Signature over Printed Name  
of Supplier / Representative