

JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: PRO 1

Supplier: LENOX HOTEL
Address: Rizal Street, Dagupan City Pangasinan
Tel. Fax No.: 515-8889/7094-96
Supplier Registered with: 113-888-385-001 V

Work Order No.: 19-21

Date: 5/31/2019

Term of Payment: COD

Mode of Procurement: _____

Please deliver to this office within June 2-4, 2019

Note: Additional _____ working days to submit for approval of text / sample.

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
	10	personnel	Accommodations for Central Office Personnel from June 2-4, 2019 per CPO No. _____ re: APCEO Visit in Region 1		23,500.00
			Less: TAX		
			VAT (5%/1.12)	1,049.11	
			EWT (2%/1.12)	419.64	1,468.75
			Requesting Unit: GSU	Total - Net of TAX	22,031.25
				TOTAL	23,500.00

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.

BY THE AUTHORITY OF THE

HERLIE C. DORIA
FISCAL CLERK III

Very truly yours,

CYNTHIA S. SANTOS
Division Chief IV, MSD

Certified Budget Available:

Funds Available in the amount of: _____

JOSE A. MONES
Fiscal Controller III

JANE C. RAGOS
FC/FMS Chief

APPROVED:

ALBERTO C. MANDURIAO

Regional Vice President, PRO1

By the authority of the RVP PRO-1

MARICAR M. ARZADON, M.D.
MO VII/HQDMD Chief
OIC RVP, PRO-1

With in the COB: _____

Expense Code: _____

Bdget: _____

Remarks: _____

Received copy of J.O. on _____

LANII

Date

CONFORME:

LANIE MANDAY
Signature over Printed Name
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 - PRID

1 copy - Comptrollership Dept.

1 copy - COA

0917-536-6911
0922-808-3098