



Republic of the Philippines  
PHILIPPINE HEALTH INSURANCE CORPORATION

JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: PRO 1

COMMISSION ON AUDIT  
AUDIT TEAM R1-04 (PHIC Group)



JUL 01 2019

POMM-P-007

RECEIVED BY: MA

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.: 19-24

Date: 6/17/2019

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	
	1	pc	Labor and materials for the repair & maintenance of Toyota Hi Ace, SHY 918	481.00	labor	materials
	7	ltrs	Oil Filter	535.00		481.00
			Motul Multi Power			3,745.00
			Labor		210.00	
			xxxxxxx nothing follows xxxxxxx		210.00	4,226.00
			Less: TAX			4,436.00
			VAT (5%/1.12) (labor & materials)	198.04		
			EWT (1%/1.12) (materials)	37.73		
			EWT (2%/1.12) (labor)	3.75		239.52
			PR No. 19-0116-0024			
			Requesting Unit: GSU-Motorpool			
				Total - Net of Tax		4,196.48

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,

By the Authority of the  
**MARIMEL C. BRAVO**  
Fiscal Controller II

BY THE AUTHORITY OF THE CHIEF, FMS  
**JOSE A. MONES**  
FISCAL CONTROLLER III

**CYNTHIA S. SANTOS**  
Division Chief IV / MSD Chief

Certified Budget Available: Funds Available for use of: 4,436.00

**JOSE A. MONES**  
Fiscal Controller III

**JANE C. RAGOS**  
FC IV / FMS Chief

APPROVED:

**ALBERTO C. MANDURIAO**  
Regional Vice President

With in the COB:	<u>06/18/19</u>
Expense Code:	<u>50213060</u>
Bdget:	<u>4,436-</u>
Remarks:	<u>ASS/GSU</u>

By the Authority of the PUP  
**JOSEPHINE R. BUITON**  
Division Chief, PUP

Received copy of J.O. on

6-20-19  
Date

CONFORME:

**Gumalim D. Encinas**  
Signature over Printed Name  
of Supplier / Representative