

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



**OCT 18 2019**

Republic of the Philippines  
PHILIPPINE HEALTH INSURANCE CORPORATION

RECEIVED BY:                     

POMM-P-007

**JOB ORDER**  
(Non - Inventoriable Items)  
OFFICE/DEPARTMENT: PRO 1

Supplier: **NAM-AY CONSTRUCTION & GENERAL MERCHANDISE**

Work Order No.: **19-48**

Address: **Poblacion Este, Sta. Cruz, Ilocos Sur**

Date: **10/9/2019**

Tel. Fax No.: **0917-897-7768 / 0921-762-1499**

Term of Payment: **Charge**

Supplier Registered with: **403-230-398-000 V**

Mode of Procurement: **Negotiated Procurement-  
Small Value Procurement**

Please deliver to this office within 1 month from receipt hereof the following:  
Note: Additional        working days to submit for approval of text / sample.

| NO. | QTY | UNIT | SERVICE DETAILS  | UNIT PRICE | TOTAL AMOUNT |
|-----|-----|------|--|------------|--------------|
|     | 1   | lot  | Supply and installation of Dry Wall Partitions for Conference and Storage Area                 |            |              |
|     |     |      | - Dry Wall Partition, 1/4 thick ficem board @ 1.5 M in height (hallway upstairs)               |            | 5,049.00     |
|     |     |      | - Dry Wall Partition, 1/4 thick ficem board in 3" metal stud up to ceiling (warehouse/ bodega) |            | 22,687.50    |
|     |     |      | - Dry Wall Partition, 1/4 thick ficem board in 3" metal stud 1.5 M in height (Pantry)          |            | 11,632.50    |
|     |     |      | - Repair Writing Table   |            | 8,000.00     |
|     |     |      | xxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxx  | TOTAL      | 47,369.00    |
|     |     |      | Less: Tax  |            |              |
|     |     |      | VAT (5%/1.12)  | 2,114.69   |              |
|     |     |      | EWT (2%/1.12)  | 845.88     | 2,960.57     |
|     |     |      | PR No. 19-1001-0428  | Total-Net  | 44,408.43    |
|     |     |      | Requesting Unit: LHIO Ilocos Sur   | of Tax     |              |

**Terms & Conditions:**

- The agency shall impose penalty in an amount equivalent to 1/10 of 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: 47,369.00

**JOSE A. MONES**  
Fiscal Controller

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

APPROVED:

**ALBERTO C. MANDURIAO**  
Regional Vice President

With in the COB:

Expense Code:

Bdget:

Remarks:

Received copy of J.O. on

Date

CONFORME:

Signature over Printed Name  
of Supplier / Representative

10-15-2019