

PURCHASE ORDER

OFFICE/DEPARTMENT: ADMINISTRATIVE SECTION , GENERAL SERVICE UNIT

Supplier: EL JARDINE FOOD CATERING AND MANAGEMENT SERVICES

PO No. 2019-173

Address: Airport Road, Libsong West, Lingayen Pangasinan

Date: 7/23/2019

Tel.Fax No.: 9215651565

Terms of Payment: Charge

Supplier Registered with: 922-084-772-000 NV

Mode of Procurement: Small Value Procurement


Please deliver to this office within **on July 25 & 29, 2019** from receipt hereof the following:




NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	70	pax	Meals (AM & PM Snacks, Lunch) 2 days event	450.00	31,500.00
				TOTAL	31,500.00
			Less: VAT (5%/1.12)		1,406.25
			EWT (1%/1.12)		281.25
			xxxxxxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxxxxxxx		
			19-0710-0344		
			PURPOSE: Integrated Planning and Budget Forum	TOTAL	29,812.50

Terms & Conditions:

1. In case of failure to make the full delivery within the time specified above, **a penalty of one-tenth (1/10) of one percent (1%) for every day of delay** shall be imposed.
2. For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts should be submitted by the supplier.
3. Purchase Order (PO) shall be accepted by the supplier before the delivery of goods and/ or services.
4. NO price increase shall be made by the supplier within seven (7) days from the date of the acceptance of PO.
5. Non-availability of stock shall be made known to PhilHealth before the acceptance of PO.
6. PhilHealth shall have the right to reject and return the items and cancel the corresponding PO if goods delivered are defective, incomplete or non-compliant as specification when quoted.
7. In case of returned/rejected items which cannot be replaced within seven (7) calendar days from notice, PhilHealth shall demand full refund of payment made "in cash" or "in check" three (3) calendar days. Deliveries should be made within office hours on working days on or before the date stipulated in the PO.

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

Very truly yours, 
CYNTHIA S. SANTOS
Division Chief/ MSD Chief

Certified Budget Available:	Funds Available in the amount of: <u>31,500.00</u>	APPROVED:
JOSE A. MONES Fiscal Controller III	JANE C. RAGOS FC IV-FMS Chief	 ALBERTO C. MADURIAO Regional Vice President, PRO 1
With in the COB: _____ Expense Code: _____ Bdgct: _____ Remarks: _____	BY THE AUTHORITY OF THE CHIEF, FMS  JOSE A. MONES FISCAL CONTROLLER III	
Conforme: _____  SUZANNE C. AMORE Signature over Printed Name and Position of Authorized Representative	Date: <u>7-24-19</u>	7/23/19 Date

INSTRUCTIONS ON HOW TO USE THIS FORM:

1. This form shall be used for simple purchases of supplies & other materials, for one time delivery or other simple delivery items.
2. 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.
3. All other terms and conditions stated herein are valid upon completion of signatories of authorized personnel.
4. The budget allocated must be affixed on the PO by routing to the Comptrollership Department upon approval of the PO.
5. This serves the purpose of a contract which shall be the basis of any delivery requirement and payment processing.
6. This form shall be prepared in 3 copies distributed as follows:

1 copy - Comptrollership Dept.

1 copy - COA

1 copy - Superior

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



JUL 24 2019

RECEIVED BY: as