

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



UCT 08 2019

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POVIM-P-000

Republic of the Philippines

PHILIPPINE HEALTH INSURANCE CORPORATION

1200, Commercial Bldg., Francisco Duque St., Tapuac District, Dagupan City

PURCHASE ORDER

OFFICE/DEPARTMENT: ADMINISTRATIVE SECTION, GENERAL SERVICE UNIT

Supplier: COPYLANDIA OFFICE SYSTEMS CORPORATION

PO No. 2019-221

Address: Dagupan City

Date: 9/26/2019

Tel./Fax No.: 515-3306 / 522-3267

Terms of Payment: Charge

Supplier Registered with: 002-332-000-021 V

Mode of Procurement: Direct Contracting

Please deliver to this office within 7 days from receipt hereof the following:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	1	ink	INK COMCOLOR FW BLACK (OS-116)	14,500.00	14,500.00
			xxxxxxxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxxxxxxxxx	TOTAL	14,500.00
			Less: VAT (5%/1.12)	647.32	
			EWI (1%/1.12)	129.46	776.78
			PR No. 19-0822-0387		
			PURPOSE: to be used for printing of various forms for BAS and LHOs	TOTAL	13,723.22

Terms & Conditions:

- 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.
- For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts should be submitted by the supplier.
- The contracting parties undertake to comply with Office Order No. 0018-2015 entitled "Reiteration of PhilHealth No Gift Policy (Revision 1) which is deemed incorporated into this Contract. No PhilHealth personnel shall solicit, demand, or accept, directly or indirectly, any gift from any person, group, association, or individual entity, whether from the public or private sector, at anytime, on or off the work premises where such gift is given in the course of official duties or in connection with any transaction which may affect the functions of their office or influence the actions of directors or employees, or create the appearance of a conflict of interest.
- 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 with specification when quoted.
- 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 8:00AM to 3:00PM on working days on or before the date stipulated in the PO.
- Partial delivery or item will not be accepted.
- Procurement of goods (CAPEX and semi-expendable items) including supplies with warranty is subject to retention money of 1% of the total gross amount. The retention money will be refunded to the supplier after the warranty period and upon submission of request letter.

Very truly yours,

CYNTHIA S. SANTOS

Division Chief IV / MSD Chief

Com. Budget Avail. (P) <u>14,500.00</u> Funds Available in the amount of <u>14,500.00</u>		APPROVED: <u>ALBERTO C. MANDURIAO</u> Regional Vice President, PRO
JOSE A. ZONES Fiscal Controller III	JANE C. RAGOS Division Chief IV / MSD Chief	
Withholding Tax <u>2019</u> Exempt <u>708,000.00</u> Credit <u>14,500.00</u> Rem. <u>693,500.00</u>		Date <u>9/27/19</u>
Containing <u>COPYLANDIA OFFICE SYSTEMS CORP.</u> <u>YANESSA D. SIAPNO</u> Signature over Printed Name and Position of Authorized Representative		