



PHILHEALTH REGIONAL OFFICE I  
 COA  
**MAR 25 2019**  
 Received By: RB  
 Time: \_\_\_\_\_

**PURCHASE ORDER**

OFFICE/DEPARTMENT: ADMINISTRATIVE SECTION , GENERAL SERVICE UNIT

Supplier: MAGIC APPLIANCE CENTER  
 Address: G/F Nepo Mall, Arellano Dagupan City  
 Tel.Fax No.: 523-0717  
 Supplier Registered with: 004-008-166-010 VAT

PO No. 2019-031  
 Date: 3/15/2019  
 Terms of Payment: Charge  
 Mode of Procurement: Negotiated Procurement-  
 Small Value Procurement

Please deliver to this office within **1 week** from receipt hereof the following:

| NO. | QTY | UNIT | ITEM DESCRIPTION  | UNIT PRICE   | TOTAL AMOUNT     |
|-----|-----|------|---|--------------|------------------|
|     | 3   | pcs  | Rice Cooker 30 cups (Standard SRC30)  | 2,746.00     | 8,238.00         |
|     | 18  | pcs  | Stand Fan (standard SSX16)  | 1,278.00     | 23,004.00        |
|     | 8   | pcs  | Wall Fan (standard STW16F)  | 1,136.00     | 9,088.00         |
|     | 1   | pc   | Television 32 inches (devant 32 DL543)  | 9,400.00     | 9,400.00         |
|     |     |      | <b>TOTAL</b>  |              | <b>49,730.00</b> |
|     |     |      | Less: VAT (5%/1.12)   |              | 2,220.09         |
|     |     |      | EWT (1%/1.12)   |              | 444.01           |
|     |     |      | XXXXXXXXXXXXXXXXXXXX Nothing Follows XXXXXXXXXXXXXXXXXXXX                         |              |                  |
|     |     |      | 19-0208-0129  |              |                  |
|     |     |      | PURPOSE: Corporate Social Responsibility Activity for PhilHealth 24th Anniversary | <b>TOTAL</b> | <b>47,065.90</b> |

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.
- Purchase Order (PO) shall be accepted by the supplier before the delivery of goods and/ or services.
- NO price increase shall be made by the supplier within seven (7) days from the date of the acceptance of PO.
- Non-availability of stock shall be made known to PhilHealth before the acceptance of PO.
- 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.
- 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

*MERLIE C. DURTA*  
**MERLIE C. DURTA**  
 FISCAL CLERK III

BY THE AUTHORITY OF THE MSD Chief  
 3/15/19  
*Leticia D. Ravandro*  
**Leticia D. Ravandro**  
 FC III

Very truly yours,

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

|   |  |   |
|---|--|---|
| Certified Budget Available:   | Funds Available in the amount of: <u>49,730.00</u> | APPROVED:   |
| <b>JOSE A. MONES</b><br>Fiscal Controller III                         | <b>EDWARD Q. ESPIRITU</b><br>OIC-FMS Head          | <i>[Signature]</i><br><b>ALBERTO C. MANDURIAO</b><br>Regional Vice President, PRO 1 |
| With in the COB: _____  | <b>MARIMEL C. BRAVO</b><br>FISCAL CONTROLLER II    |   |
| Expense Code: _____   |  | <b>3-18-19</b>  |
| Bdget: _____  |  |   |
| Remarks: _____  |  | Date  |
| Conforme: _____   |  |   |
| <i>[Signature]</i><br><b>Dion Casin</b>                               | Date: <u>3/18/19</u>                               |   |
| Signature over Printed Name and Position of Authorized Representative |  |   |

INSTRUCTIONS ON HOW TO USE THIS FORM:

- This form shall be used for simple purchases of supplies & other materials, for one time delivery or other simple delivery items.
- 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.