



PURCHASE ORDER

OFFICE/DEPARTMENT: MSD-Admin

Supplier: **LUCKY BOOKSTORE**
Address: Quezon Avenue
Lucena City
Tel.Fax No.: (042) 710 5588
Supplier Registered with: Department of Trade and Industry

PO No. **20-01-033**
Date: **July 20, 2020**
Terms of Payment: on account
Mode of Procurement: local shopping

Please deliver to this office within 30 days from receipt hereof the following:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	8	reams	Multicopy A4 for laser printer/ink-jet printer highspeed copier, 210mm x 297mm (A4) 80gsm	165.00	1,320.00
2	10	pcs	Data File Folder, with ring and clear plastic pocket for labels, material: chipboard (2mm thick) leatherette paper and/or polypropylene (PP) material made of linen design for outside cover, coated paper for inside cover including spine portion size: 75mm x 230mm x 380mm (3x9x15) assorted colors (red, green, blue, and maroon)	82.00	820.00
					2,140.00
			Less Taxes: 5% VAT	95.54	
			1% EWT	19.11	114.65
			TOTAL AMOUNT		2,025.35
			Purchase Request No: 2020-01-050 Date: 25-Jun-20		

Terms & Conditions:

- The agency shall impose equivalent to 1/10 of 1 percent of the total value of the undelivered order for each day of delay as liquidated damages.
- If the date of receipt of the Purchase Order / PO 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 email.
- Delivery of the above item(s) shall be made within the delivery period from Mondays to Fridays 8am to 5pm. Supplier are advised to inform Procurement Section at least two (2) days before the delivery. All item(s) shall be delivered and accepted by the Property and Supply Unit at PhilHealth Regional Office IV-A, Lucena Grand Central Terminal, Brgy. Hayang Dupay, Lucena City.
- Delivery Receipt and Sales Invoice shall be required to 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. With provision for a back-up unit in case of repair.
- 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 or association, or juridical 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 which in connection with any transaction which may affect the functions of their office or influence the actions of director or employees, or create the appearance of a conflict of interest.

Very truly yours,

BENJIE A. CUVINAR
OIC, MSD

Certified Budget Available: MA. PAMELA B. LEYNES Fiscal Examiner A	Funds Available in the amount of 2,140.00	APPROVED: EDWIN M. ORIÑA, M.D. RVP, PRO IVA
With in the COB: 2020 COB Expense Code: 5020301001 Budget: 2,140.00 Remarks:		
Conforme: Arneliza M. Garcia Signature over Printed Name and Position of Authorized Representative		Received Copy of PO: 7/24/2020 Date

