Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
PhilHealth Regional Office IVA
Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City
Call Center (02) 8441-7442 | Contact Number (042) 373-7554
www.philhealth.gov.ph | region4a@philhealth.gov.ph

UNIVERSAL HEALTH CARE

PURCHASE ORDER

OFFICE/DEPARTMENT: MSD-Admin

Supplier: **SUNLIFE BOOKSTORE**
Address: Enriquez St.,
Lucena City
Tel.Fax No.: (042) 710 3518
Supplier Registered with: Department of Trade and Industry

PO No. **20-01-066**
Date: **September 11, 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	35	pcs	STAPLER, Standard, heavy duty, no. 35	67.00	2,345.00
2	10	pads	STICK-ON-NOTE PAD, 3" x 4", 76mm x 100mm (3x4) 70gsm (min), 100 sheets/pad, assorted colors.	24.00	240.00
					2,585.00
			Less Taxes: 5% VAT	115.40	
			1% EWT	23.08	138.48
				TOTAL AMOUNT	**2,446.52**
			Purchase Request No: **2020-01-021** **Date:** **16-Mar-20**		

Terms & Conditions:

1. 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.
2. 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 acknowledge to have been received by a representative either through fax or email.
3. Delivery of the above item(s) shal be made within the delivery period from Mondays to Fridays 8am to 5pm. Supplier are advised to inform Procurement Section atleast 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. Ilayang Dupay, Lucena City.
4. Delivery Receipt and Sales Invoice shall be required to one-time complete delivery of the goods.
5. 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.
6. 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 directorsor employees, or create the appearance of a conflict of interest.

Very truly yours,

BENJIE A. CUVINAR
OIC, MSD

Certified Budget Available: Funds Available in the amount of: 2,585.00

MA. PAMELA B. LEYNES
Fiscal Examiner A

ARON R. RIANO
Fiscal Controller IV

With in the COB:	2020 COB
Expense Code:	5020301001
Budget:	2,585.00
Remarks:	

APPROVED:

EDWIN M. ORIÑA, M.D.
RVP, PRO IVA

Conforme:

Signature over Pinted Name and Position of Authorized Representative

Received Copy of PO: 9.16-2020
Date

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UNIVERSAL HEALTH CARE

CERTIFICATE OF AVAILABILITY OF FUNDS (CAF)

Cost Center	ADMIN	ROF#:	2020-0251	09/16/2020
		CAF#:	2020-0251	09/16/2020

Particulars	Account Code (to be filled out by Budget)	Amount
PAYMENT FOR PROCUREMENT OF VARIOUS OFFICE SUPPLIES.	5020301001	₱2,585.00
Payee: SUNLIFE BOOK STORE		
Reference: PO NO. 20-01-066		
TOTAL		₱2,585.00

REQUESTED BY	FUNDS AVAILABLE	CERTIFICATION
Certified: Charges to budget necessary, lawful and under my direct supervision	Certifed: Budget available and earmarked for the purpose, as indicated above	Certifed: Funds available for disbursement herein described; in the amount specified
Signature:	Signature:	Signature:
Printed Name: Joseph Adrian R. Rejano	Printed Name: Ma. Pamela B. Leynes	Printed Name: Aron R. Riano
Position: AO III	Position: Budget Officer - Designate	Position: Fiscal Controller IV
Office: ADMIN	Office: MSD-FMS	Office: MSD-FMS
Date:	Date:	Date:
Remarks:	Remarks:	Remarks:

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ABSTRACT OF QUOTATIONS

(as supporting document to PO and JO)

QTY	UNIT	ITEM DESCRIPTION	LUCKY BOOKSTORE		347 SCHOOL OFFICE SUPPLIES		ABACUS BOOK AND CARD CORPORATION		SUNLIFE BOOKSTORE		NATIONAL BOOK STORE EXPRESS INC.	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
50	packs	BATTERY, Dry Cell, 1.5volts, premium/ultra/super alkaline/alkaline, no mercury and cadmium, size AA, 2pcs/blister/pack	95.00	4,750.00	**32.00**	**1,600.00**		-	37.00	1,850.00		
145	reams	Paper, Multicopy, for laser printer/inkjet printer, 80gsm, size: 216mm x 330mm, 500 sheets per ream, thickness: 0.09mm min	**188.00**	**27,260.00**	241.00	34,945.00	337.75	48,973.75	190.00	27,550.00		-
5	pair	SCISSOR, size 8", big stainless steel with plastic handle	**32.00**	**160.00**	32.00	160.00	298.00	1,490.00	54.00	270.00	149.00	745.00
8	pcs	STAMP PAD FELT, 60MM x 100MM, metal case	**22.50**	**180.00**	31.00	248.00	66.00	528.00	42.00	336.00		-
35	pcs	STAPLER, Standard, heavy duty, no. 35	85.00	2,975.00	102.00	3,570.00	492.00	17,220.00	**67.00**	**2,345.00**	249.00	8,715.00
10	pads	STICK-ON-NOTE PAD, 3" x 4", 76mm x 100mm (3x4) 70gsm (min), 100 sheets/pad, assorted colors.	35.00	350.00	45.00	450.00	20.00	200.00	**24.00**	**240.00**		-
							not within our minimum specifications					

PR No./ Requesting Unit: ***2020-01-021 / ADMIN***
Recommending award to: ***VARIOUS SUPPLIERS***
Reason for award: ***LCRQ***
Delivery Period: ***30 days***

Warranty: ***not stated***
Price Validity: ***not stated***
Terms of Payment: ***ON ACCOUNT***
Other info: ***none***

Prepared by:	*Recommended by:*	*Approved by:*
ALLAN JEFFREY F. DATINGUINOO Clerk III	**JOSEPH ADRIAN R. REJANO** OIC, Administrative Services Section	**BENJIE A. CUVINAR** OIC, MSD

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PURCHASE REQUEST (PR)

PhilHealth Regional Office IVA

Department / Office: PRO IV-A
Division: ASS
PR No.: 2020-01-021
Date: 3/16/2020

Item No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Total Cost
1	packet	BATTERY Dry Cell, 1.5 volts, Premium/Ultra/Super Alkaline/Alkaline, No Mercury and Cadmium, size AA, 2 pcs/blister pack	50	80.30	4,015.00
2	packet	BATTERY Dry Cell, 1.5 volts, Premium/Ultra/Super Alkaline/Alkaline/, size AAA, No Mercury and Cadmium Added, 2 pcs/blister pack	15	93.50	1,402.50
3	tube	BLADE For heavy duty cutter (L-500), 10 pcs/tube	3	16.50	49.50
4	pc	CORRECTION TAPE disposable, dispensing mechanism, variable clutch, dispensing system, single line tape, with mechanism for adjustment/rewinding, color: white opaque, does not leave shadows on photocopies or fax copies, side applicator allows user to see errors being corrected, 5mm x 6m(min.)	175	66.00	11,550.00
5	pc	DATA FILE FOLDER with finger ring and clear plastic pocket for labels, material: chipboard (2mm thick) leatherette paper and/or polypropylyne (PP) material made of linen design for outside cover, coated paper for inside cover including spine portion, size: 75mm x 230mm x 380mm (3" x 9" x15"), assorted colors: Red, Green, Blue and Maroon	500	106.15	53,075.00
6	box	ENVELOPE DOCUMENTARY, for Legal size documents, kraft, 50 gsm, 254mm x 381mm, 500 pcs/box	2	973.50	1,947.00
7	box	ENVELOPE EXPANDING KRAFT board, with smooth surface, size: 380mm x 250mm min. of 285gsm for legal size papers/documents, with string and eyelet, 100 pcs/box	5	935.00	4,675.00
8	box	ENVELOPE for A4 size documents, kraft, 229mm x 324mm, min. weight of 150gsm, 500 pcs/box	4	863.50	3,454.00
9	pc	FLAG Satin material, big	2	1,268.97	2,537.94
10	box	FOLDER PRESSBOARD plain, for legal size papers/documents, 242mm x 369mm, color: cream, green, or maroon, etc., 100 pcs/box	5	1,512.50	7,562.50
11	pack	FOLDER TAGBOARD, for A4 size papers/documents, 0.342mm thickness, 240mm x 320mm, smooth finish and non-blot on both sides, 100 pcs/pack	7	489.50	3,426.50

…ERNAL… G. CLEMENA
3/16/2020 9am

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PURCHASE REQUEST (PR)

PhilHealth Regional Office IVA

Department / Office: PRO IV-A
Division: ASS
PR No.: 2020 - 01 - 021
Date: 3/16/2020

Item No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Total Cost
12	pack	FOLDER TAGBOARD, for legal size papers/documents, 0.342mm thickness, 240mm x 365mm, smooth finish and non-bleed on both sides, 100 pcs/pack	35	522.50	18,287.50
13	pc	GLUE All purpose in jar with applicator, min. of 200 grams	10	78.10	781.00
14	box	PAPER CLIP 32mm, vinyl/plastic coated, assorted colors, 100s/box/52g per box	100	8.25	825.00
15	box	PAPER CLIP 48mm, vinyl/plastic coated, assorted colors, 100s/box or 120g/box	130	18.59	2,416.70
16	box	PAPER CLIP BACKFOLD, 25mm, (1) all metal, clamping length: 25mm(+-1mm), clamping depth: 13mm(min.), thickness of metal: 0.22mm(min.), 12 pcs/box	20	18.70	374.00
17	box	PAPER CLIP BACKFOLD, 32mm, all metal, clamping length: 32mm(+-1mm), clamping depth: 14mm(min.), thickness of metal: 0.30mm(min.), 12 pcs/box	10	26.95	269.50
18	box	PAPER CLIP BACKFOLD, 50mm, all metal, clamping length: 50mm(+-1mm), clamping depth: 25mm(min.), thickness of metal: 0.33mm(min.), 12 pcs/box	5	59.95	299.75
19	ream	PAPER MULTICOPY, A4, for laser printer/ink-jet printer, high speed, copier, 210mm x 297 mm (A-4), 80 gsm	5,000	222.75	1,113,750.00
20	ream	PAPER MULTICOPY, Legal, for laser printer 80gsm, size: 216mm x 330mm, 500 sheets per ream, thickness: 0.09mm min	145	246.40	35,728.00
21	ream	PAPER PARCHMENT Multi-purpose, A4 size (297mm x 210mm), 75 gsm., fine, translucent, suitable for pen and ink drawing, 100 sheets per ream	30	440.00	13,200.00
22	pc	PENCIL SHARPENER Single cutterhead, one-hole guide, 9-10mm in a diameter, manual, mountable type, with metal clamp	2	654.50	1,309.00
23	book	RECORD BOOK 300 pages, 215mm x 275mm, 55gsm., smythe sewn, w/ 'Official Record Book' printing	70	148.50	10,395.00
24	book	RECORD BOOK 500 pages, 215mm x 275mm, 55 gsm., smythe sewn, w/ 'Official Record Book' printing	20	137.50	2,750.00

CERTIFIED TRUE COPY
JOSE[illegible] R. REJANO
ACTING [illegible] ASS

[illegible]RNALYN [illegible]
Clerk
3/16/2020 9am

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PURCHASE REQUEST (PR)

PhilHealth Regional Office IVA

Department / Office	PRO IV-A	PR No.	2020 - 01 - 021
Division	ASS	Date	3/16/2020

Item No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Total Cost
25	box	RUBBER BAND Size-18, transparent, approx. 445 g/box	40	203.50	8,140.00
26	pair	SCISSOR size: 8", big, stainless steel with plastic handle	5	58.08	290.40
27	pc	SIGN PEN Black, liquid/gel ink, 0.5mm needle tip	14	78.93	1,105.02
28	pc	STAMP PAD FELT 60 MM x 100 MM, metal case	8	33.47	267.76
29	pc	STAPLER Standard, heavy duty	35	171.00	5,985.00
30	pad	STICK-ON NOTE PAD 3"x3", 76mm x 76mm (3x3), 70 gsm (min), 100 sheets per pad, assorted colors	35	55.83	1,954.05
31	pad	STICK-ON NOTE PAD 3"x4", 76mm x 100mm (3x4), 70 gsm (min), 100 sheets/pad, assorted colors	10	82.50	825.00
32	roll	TAPE MASKING, Size: 1 (24mm) 50M	50	66.69	3,334.50
33	roll	TAPE TRANSPARENT, Size: 1 (24mm) 50M	300	21.02	6,306.00
		NOTHING FOLLOWS			
		COB / Trust: 2020 COB Expense Code: 502301001 Charge to: MSD-Admin Budget Limit: 1,322,288.12 Signature: MA. PAMELA B. LEYNES			
				Grand Total	1,322,288.12

We certify that the items and corresponding amount listed above are based on the CY 2020 COB and within the approved 2020 app. All items requested under this PR SHALL NOT, hereinafter, be available for realignment, unless cancelled within the prescribed period.

PURPOSE *REGULAR OFFICE SUPPLIES (1ST AND 2ND)- PS-DBM*

	Prepared By	Recommended By	Approved By
Signature			
Printed Name	JOSEPH ADRIAN R. BEJANO	BENJIE A. CUVINAR	EDWIN M. ORISA, MD
Designation	AO III	OIC, MSD	RVP, ORVP
Date			

FERNALYN O. CLEMENA
CDO III
Date: 3/16/2020 9am

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JOSEPH ADRIAN R. BEJANO
AO III/ROC-ASS