



PURCHASE ORDER

OFFICE/DEPARTMENT: MSD-Admin

Supplier: **CENTURY OFFICE EQUIPMENT TRADING**
Address: 2nd Road Arce Subdivision, Kumintang Ibaba,
Batangas City
Tel/Fax No.: (043) 722 0862
Supplier Registered with: Department of Trade and Industry

PO No. 20-01-108
Date: 4-Dec-20

Terms of Payment: on account
Mode of Procurement: Direct Contracting

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

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	5	UNITS	DRUM KIT, FOR FUJI XEROX DOCUCENTRE V3065, CT351089 ✓	18,500.00	92,500.00
2	11	CTDG	TONER CARTRIDGE FOR FUJI XEROX DOCUCENTRE V3065	6,500.00	71,500.00
					164,000.00
			Less Taxes: 5% VAT	7,321.43	
			1% EWT	1,464.29	8,785.72
			TOTAL AMOUNT		155,214.28
			Purchase Request No: 2020-01-114		
			Date: 17-Nov-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 acknowledge 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 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.
- 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 directors or 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:	164,000.00	APPROVED:
 MA. PAMELA B. LEYNES Fiscal Examiner A	 ARON R. RIANO Fiscal Controller IV		 ARMAN M. GRANALI ARVP, PRO IVA
With in the COB: <u>2020-COB</u>			
Expense Code: <u>5020301002</u>			
Budget: <u>164,000.00</u>			
Remarks:			
Conforme:			Received Copy of PO:
Signature over Pinned Name and Position of Authorized Representative			Date





Notice to Proceed

December 9, 2020

MS. JESTER M. ARO

Area Sales Manager
Century Office Equipment Trading
2nd Road Arce Subd.
Kumintang, Ibaba
Batangas City

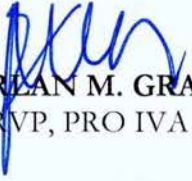
Dear Ms. Aro:

The attached **Purchase Order no. 20-01-108** having been approved, notice is hereby given to **Century Office Equipment Trading**, that the contract for **supply and delivery of IT supplies for PRO IVA** shall commence on December 11, 2020.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule stated in the Contract.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to PhilHealth Region IVA.

Very truly yours,


ARLAN M. GRANALI
ARVP, PRO IVA

I acknowledge receipt of this Notice on Dec. 11, 2020

Name of the Representative of the Bidder: Jester Aro

Authorize Signature: Jester Aro

