



Republic of the Philippines  
PHILIPPINE HEALTH INSURANCE CORPORATION

**JOB ORDER**

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: PRO 1

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

**MAR 23 2021** POMM-P-007

RECEIVED BY: [Signature]

Supplier: CJ FERNANDEZ ENTERPRISES INC.

Address: 59 Caranglaan District, Dagupan City

Tel. Fax No.: 515-7181 / 523-4459

Supplier Registered with: 000-279-453-004 V

Work Order No.: 21\_02

Date: 3/11/2021

Term of Payment: Charge

Mode of Procurement: Negotiated Procurement-  
Small Value Procurement

Please deliver to this office within 1 week upon approval of final sample.

Note: Additional        working days to submit for approval of text / sample.

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT	
			<b>Repair and maintenance of Toyota HiAce Grandia SHY 918</b>		<u>Labor</u>	<u>Parts</u>
	1	gal	Engine Oil	1,316.00		1,316.00
	2	ltr	Engine Oil	220.00		440.00
	1	pc	Oil Filter	350.00		350.00
			Labor for change oil	210.00	210.00	
			xxxxxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxx	TOTAL-L&M	210.00	2,106.00
			Less: TAX	Grand Total		2,316.00
			VAT (5%/1.12)			103.39
			PR No. 21-0216-0016 (ASS - 50213060)	Total - Net of Tax		2,212.61
			Requesting Unit: GSU			

**Terms & Conditions:**

- The agency shall impose penalty in an amount equivalent to 1/10 on one (1%) percent of the total value of undelivered order for each day of the delay as liquidated damages.
- If the date of receipt of the Job Order (J.O.) 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 e-mail.
- Delivery of the above item/s shall be made within the prescribed schedule dates. Suppliers are advised to inform Procurement Section at least two (2) days before the delivery. Use of elevator shall be from 9:00AM to 11:30 AM and 1:30pm to 3:00PM during Mon/Wed/Fri (MWF).
- All item/s shall be delivered and accepted by the Procurement Section at 15th Floor, Room 1503 Citystate Ctr. Bldg. Pasig City.
- Delivery Receipt and Sales Invoice shall be required for 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.
- In case the series of layout/design presented by the supplier does not satisfy the end-user, the Corporation has the right to cancel the Job Order (JO).
- Payment shall be made in full subject to corresponding government taxes within fifteen (15) working days upon receipt of Certificate of Acceptance and Inspection Report.

Very truly yours,

CYNTHIA S. SANTOS

Division Chief IV / MSD Chief

Certified Budget Available:	Funds Available in the amount of: <u>                    </u>	APPROVED:
<u>JOSE A. MONES</u> Fiscal Controller III	<u>EDWARD Q. ESPIRITU</u> AO IV / OIC-OFMS Chief	<u>DENNIS B. ADRE</u> Regional Vice President
With in the COB: <u>CY 2021</u>		
Expense Code: <u>50213060</u>		
Bdget: <u>2,316.00</u>		
Remarks: <u>ASS/GSU</u>		
Received copy of J.O. on <u>3/23/21</u>	Date	CONFORME: <u>[Signature]</u> Signature over Printed Name Of Supplier / Representative