

OFFICE/DEPARTMENT: ADMINISTRATIVE SECTION , GENERAL SERVICE UNIT

Mode of Procurement: Negotiated Procurement-
Small Value Procurement

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	2	units	Paper Shredder HD, can shred paper, CD/DVD disks, plastic cards, number simultaneously destroyed sheets, paper 70 g/m2	28,000.00	56,000.00
			xxxxxxxxxxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxxxxxxxxx	Total	56,000.00
			Less: VAT (5%/1.12)		2,500.00
			EWI (1%/1.12)		500.00
			PR No. 22-0629-0169 (5020321002) (MSD-1, Mem-1)		
			PURPOSE: Procurement of Office Equipment for PRO 1	TOTAL - NET	53,000.00

1 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.**

2 If the date of receipt of the Purchase Order (P.O.) by the dealer is not indicated, it shall be deemed received on the day it was acknowledge to have been received by representative either through fax or email.

3 For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts should be submitted by the supplier.


4 Delivery Receipt and/or Sales Invoice shall be required for one-time complete delivery of the goods.

5 The contracting parties undertake to comply with Office Order No. 0018-2015 entitled "**Reiteration of PhilHealth No Gift Policy (Revision 1)**" which is deemed incorporate into this Contract. No PhilHealth personnel shall solicit, demand, or accept, directly or indirectly, any gift from any person, group, association, or judicial 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 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.

6 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.

7 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.**

8 Deliveries should be made within **8:00AM to 3:00PM** on working days on or before the date stipulated in the PO.



AUG 22 2022

Very truly yours,

CYNTHIA S. SANTOS
Division Chief IV / MSD Chief

RECEIVED BY:

APPROVED:

Regional Vice President, PRO1

Signature over Printed Name and Position of Authorized Representative

Date _____