Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

PQMM-P-007

JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: PRO 1

Supplier: COPYLANDIA OFFICE SYSTEMS CORPORATION
Address: AB Fernandez Avenue, Dagupan City, Pangasinan
Tel. Fax No.: (075) 515-3306
Supplier Registered with: 002-332-000-021 V

Work Order No.: 23_36
Date: 7/10/2023
Term of Payment: Charge
Mode of Procurement: Direct Contracting

Please deliver to this office within 15-30 days from receipt hereof the following:

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
			Repair and Maintenance of Risograph Comcolor FW1230		
	2	pcs	Pressure Regulator Valve Assy	3,340.00	6,680.00
	2	pcs	Air Valve Assy	4,727.00	9,454.00
	1	pc	Common Air Chamber Assy; P	9,339.00	9,339.00
	1	pc	Flow Control Valve Assy	4,239.00	4,239.00
			xxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxx	TOTAL	29,712.00
			Less: TAX		
			VAT (5%/1.12)		1,326.43
			EWT (2%/1.12)		530.57
			PR No. 23-0530-0187 (5021305001)	Total - Net of Tax	27,855.00
			Requesting Unit: GSU		

Terms & Conditions:

1. 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.
2. 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.
3. 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.

4. Delivery Receipt and Sales Invoice shall be required for 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.
6. 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).
7. 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 29,712.00

JOSE A. MONES
Fiscal Controller III

EDWARD Q. ESPIRITU
FC IV / FMS Chief

Chargeable to the COB	CY 2023
Expense Code	5021305001
Budget	29,712.00
Remarks	ASS/GSU

5009710

APPROVED:

DENNIS B. ADRE
Regional Vice President

By:
JOSEPHINE O. QUITON
Division Chief- FOO
OIC-ORVP

JUL 10 2023

Received copy of J.O. on 07-12-23
Date

CONFORME:
Signature over Printed Name
of Supplier / Representative
COPYLANDIA OFFICE SYSTEMS CORP.

COMMISSION ON AUDIT
AUDIT TEAM R1-04 (PHIC Group)
JUL 13 2023
RECEIVED BY: