

Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

POMM-P-007

JOB ORDER
(Non - Inventoriable Items)
OFFICE/DEPARTMENT: PRO 1

Supplier: NEW UNI-SISTER ENTERPRISES
Address: San Fernando City, La Union
Tel. Fax No.: _____
Supplier Registered with: 104-720-488-000 NV

Work Order No.: 23_24
Date: 5/9/2023
Term of Payment: Charge
Mode of Procurement: Negotiated Procurement-
Small Value Procurement

Please deliver to this office within 3 days from receipt hereof of the following:

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
	7	ltrs	Repair and Maintenance of Toyota Innova SHU-882		
	1	pc	Fully Synthetic Engine Oil	450.00	3,150.00
	1	pc	Oil Filter	250.00	250.00
	1	pc	Fuel Filter	400.00	400.00
	1	pc	Valve Cover Gasket	400.00	400.00
	1	liter	Additional Gear Oil	220.00	220.00
			Labor	900.00	900.00
			XXXXXXXXXXXXXXXXXXXX nothing follows XXXXXXXXXXXXXXXXXXXX	TOTAL	5,320.00
			Less: TAX	GRAND TOTAL	5,320.00
			VAT (1%)		53.20
			EWT (2%)		106.40
			PR No. 23-0425-0162 (50213060)	Total - Net of Tax	5,160.40
			Requesting Unit: LHIO La Union		

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
CYNTHIA S. SANTOS
Division Chief IV / MSD Chief

Certified Budget Available:

Funds Available in the amount of: 5,320.00

Jose A. Mones
JOSE A. MONES
Fiscal Controller III

Edward Q. Espiritu
EDWARD Q. ESPIRITU
AO IV / OIC-OEMS Chief

APPROVED:

Dennis B. Adre
DENNIS B. ADRE
Regional Vice President

With in the COB:

Expense Code:

Bdger:

Remarks:

2023

50213060 / 50213060

P 5,320.00

LHIO-LU

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

MAY 09 2023

Received copy of J.O. on



CONFORME:

Conrado T. Medina
Signature over Printed Name
of Supplier / Representative

RECEIVED BY: ay