



Republic of the Philippines  
PHILIPPINE HEALTH INSURANCE CORPORATION  
Akia Bldg. Old De Venecia Highway, Lucena, Dagupan City

POMM-P-006

PURCHASE ORDER

OFFICE/DEPARTMENT: ADMINISTRATIVE SECTION, GENERAL SERVICE UNIT

Supplier: **KAÑON GENERAL MERCHANDISE**  
Address: **130 Malabago, Mangaldan, Pangasinan**  
Tel.Fax No.:  
Supplier Registered with: **176-634-293-000 V**

PO No: **2023\_166**

Date: **11/16/2023**

Terms of Payment: **Charge**

Mode of Procurement: **Shopping**

Please deliver to this office within **15-30 days**, upon receipt hereof the following:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	23	pcs	Data File Box Closed ends with finger ring and pocket for label insert, material: Chipboard (3mm thick), leatherette paper for outside cover, coated paper for inside cover, size: 125mm x 230mm x 400mm (5" x 9"x 15-3/4"), assorted colors: Red, Green, Blue and Maroon	117.00	2,691.00
2	13	box	Fastener Metal; non-corroding, 70mm between prongs, able to hold 25 thick of multipurpose paper, 50sets/box	50.00	650.00
3	35	box	Fastener Plastic Coated, 2 pc-clip, 70mm, 50 sets/box	36.00	1,260.00
4	8	bot	Ink for stamp pad with applicator, color: Black	20.00	160.00
5	2	bot	Ink for stamp pad with applicator, color: Blue	20.00	40.00
6	16	bot	Ink for stamp pad with applicator, color: Green	20.00	320.00
7	2	bottle	Ink for stamp pad with applicator, color: Purple or Violet, 50ml	28.00	56.00
8	3	pcs	Number Stamp Regular, 8-digit	54.00	162.00
9	9	pcs	Pen Sign Pen; Blue, liquid/gel ink, 0.5mm needle tip	25.00	225.00
10	2	pair	Scissor size 8", big, stainless steel with plastic handle	41.00	82.00
11	17	pcs	Stapler Standard type, staple pusher shall be a metal piece and not spring, loading capacity: 200 staples (min) one time capacity of 2-20 sheets multi-purpose paper (70 gsm)	110.00	1,870.00
12	39	pad	Sticky Note Standard Flags	43.00	1,677.00
13	48	roll	Tape Packaging; Size: 2" (48mm) 50m	21.00	1,008.00
14	37	roll	Tape Transparent; Size: 2" (48mm) 50m	21.00	777.00
			XXXXXXXXXXXXXXXXXXXX Nothing Follows XXXXXXXXXXXXXXXXXXXX	<b>TOTAL</b>	<b>10,978.00</b>
			Less: VAT (5%/1.12)		490.09
			EWT (1%/1.12)		98.02
			PR No. 23-1027-0316 (5020301001)		
			PURPOSE: For PRO 1 use	<b>TOTAL</b>	<b>10,389.89</b>

Terms & Conditions:

- 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.
- For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts should be submitted by the supplier.
- 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.
- 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.
- 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.
- Deliveries should be made within 8:00AM - 12:00NN and 1:00PM - 3:00PM on working days on or before the date stipulated in the PO.

Very truly yours,

By the authority of the MSD Chief

CYNTHIA S. SANTOS  
Division Chief IV / MSD Chief

SALLY S. GOMEZ  
HRMO III, Acting ASG Chief

NOV 20 2023

Certified Budget Available: Funds Available in the amount of: **10,978.00**

JOSE A. MONES  
Fiscal Controller III

EDWARD Q. ESPRITU  
FC IV / FMS Chief

With in the COB: **2023**  
Expense Code: **5020301001**  
Budget: **P 10,978.00**  
Remarks: **VARIOUS CRT CONTROLS**

Conforms:

**Janette C. Aquino** Date: **11-28-23**  
Signature over Printed Name and Position of Authorized Representative

APPROVED:  
**JOSEPHINE G. QUITON**  
Division Chief - FOD  
Dennis B. Adre  
Regional Vice President, PRO1

Date

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

NOV 28 2023

RECEIVED BY: **ed**