

# PURCHASE ORDER

OFFICE/DEPARTMENT: MSD-Admin

Supplier: **SUNLIFE BOOKSTORE**  
 Address: **Enriquez St. Corner San Fernando St., Brgy. IV**  
**Lucena City**  
 Tel. Fax No.: **322 39 68**  
 Supplier Registered with: **Department of Trade and Industry**

PO No. **2023-04-019**  
 Date: **28-Mar-23**  
 Terms of Payment: **ON ACCOUNT**  
 Mode of Procurement: **SHOPPING**

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

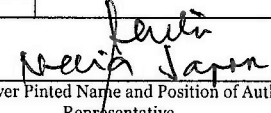
NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	500	pcs	Pen, Ballpoint Pen, Fine point, Black	3.00	1,500.00
2	500	pcs	Pen, Ballpoint Pen, Fine point, Blue	3.00	1,500.00
3	15	reams	Paper, multicopy, 8.5" x 14" or 216mm x 356mm, 500 sheets per ream, 80gsm	185.00	2,775.00
4	150	box	Rubber Band Small, weight approx. 30grams	10.00	1,500.00
5	300	pcs	Pen, Sign Pen, 0.7, Blue, Gel Type	20.50	6,150.00
					<b>13,425.00</b>
			Less Taxes: 5% VAT	599.33	
			1% EWT	119.87	719.20
			<b>TOTAL AMOUNT</b>		<b>12,705.80</b>
			<b>Purchase Request No:</b>	<b>2023-01-005</b>	
			<b>Date:</b>	<b>2-Feb-23</b>	

**Terms & Conditions:**

- PhilHealth shall impose equivalent to 1/10 of 1 percent of the total value of the undelivered order for each day of delay as liquidated damages.
- If the date of receipt of the Purchase Order / PO by the supplier is not indicated, it shall be deemed received on the day it was acknowledge to have been received by a representative either through fax or email.
- Delivery of the above item(s) shall be made within the delivery period from Mondays to Fridays 8am to 5pm. Supplier are advised to inform Procurement Section atleast two (2) days before the delivery. All item(s) shall be delivered and accepted by the Property and Supply Unit at PhilHealth Regional Office IV-A, Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City.
- Delivery Receipt and Sales Invoice shall be required to 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. With provision for a back-up unit in case of repair.
- The contracting parties undertake to comply with Office Order No. 0018-2015 entitled Reiteration of PhilHealth No Gift Policy (Revision 1) which is deemed incorporated into this Contract. No PhilHealth personnel shall solicit, demand, or accept, directly or indirectly, any gift from any person, group or association, or juridical 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 which 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.

Very truly yours,

  
**BENJIE A. CUVINAR**  
 Division Chief IV, MSD

Certified Budget Available:	Funds Available in the amount of:	13,425.00	APPROVED:
<b>MA. PAMELA B. LEYNES</b> Fiscal Controller II	<b>ARON R. RIANO</b> Fiscal Controller IV		<b>DANILO M. REYNES, MD, MPA</b> RVP, PRO IVA
With in the COB: <b>2023-COB</b> Expense Code: <b>5020301001</b> Budget: <b>37,516.00</b> Remarks:			
Conformer:  Signature over Printed Name and Position of Authorized Representative		Received Copy of PO: <b>4-4-23</b> Date	