

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. **2023-04-022**

Date: **28-Mar-23**

Terms of Payment: **ON ACCOUNT**
Mode of Procurement: **SHOPPING**

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

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	10	boxes	Folder Pressboardl plain, for legal size papers/documents, 242mm x 369mm, color: cream, green, or maroon, etc., 100pcs/box	1,450.00	14,500.00
2	50	books	Record Book 300 pages, 215mm x 275mm, 55gsm., smyhte sewn, w/ 'Official Record Book' printing	120.00	6,000.00
3	35	pads	Stick-On Note Pad 3"x3", 76mm x 76mm, 70 gsm (min), 100 sheets per pad, assorted colors	20.00	700.00
4	35	pads	Stick-On Note Pad 2"x3", 51mm x 76mm, 70 gsm (min.), 100 sheets per pad, assorted colors	18.00	630.00
					21,830.00
Less Taxes: 5% VAT				974.55	
1% EWT				194.91	1,169.46
				TOTAL AMOUNT	20,660.54
Purchase Request No: 2023-01-006					
Date: 2-Feb-23					

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:	21,830.00	APPROVED:
MA. PAMELA B. LEYNES Fiscal Controller II	ARON R. RIANO Fiscal Controller IV		DANILO M. REYNES, MD, MPA RVP, PRO IVA
With in the COB: 2023-COB	Expense Code: 5020301001		
Budget: 26,241.50	Remarks:		
Conforme:	Received Copy of PO:		
<i>Nelson</i> Signature over Printed Name and Position of Authorized Representative	4-4 27 Date		