

REPUBLIC OF THE PHILIPPINES  
Philippine Health Insurance Corporation  
709 Citystate Centre  
Shaw Blvd. Brgy. Oranbo, Pasig City  
Telefax No. 637-3158 637-4735

PURCHASE ORDER

Supplier: APEX OFFICE SUPPLIES AND EQUIPMENT TRADING  
Address: Unit 202 Tara Residences Condominium 398 Tandang Sora Ave. Culiari Dist. Quezon City  
Contact Info: 0935-845-8264 / apexretailandtrading@gmail.com

Purchase Order No.: PO-2024-039  
Date: June 20, 2024  
Term of Payment: On Account  
Mode of Procurement: Small Value Procurement - Section 53.9

Supplier Registered with: PhilGEPS Certificate Reference No. 202005-217148-119031883

Gentlemen:  
Please deliver the following article(s), product(s), supplies, or materials listed below, subject to the terms and conditions contained herein:  
Please deliver to this office within Fifteen (15) working days from receipt hereof of the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	2	pcs	CLIPBOARD, For legal size document	60.00	120.00
2	129	pcs	COVER BOARD, Morocco, assorted colors, A4, 100pcs/pack	280.00	36,120.00
3	106	packs	COVERBOARD, Morocco, assorted colors, Legal, 100pcs/pack	260.00	27,560.00
4	4,000	pcs	COVERBOARD, Morocco, Color Blue, 8.5" x 11" (Letter Size) for COA use only	5.30	21,200.00
5	2	box	FASTENER, Long stem	140.00	280.00
6	1,487	boxes	FASTENER, Plastic Coated, 2 pc-clip, 70mm, 50 sets/box	35.00	52,045.00
7	25	packs	LAMINATING FILM, Size: A4, 10s	320.00	8,000.00
8	826	pcs	PAPER CLIP, Bulldog, 76mm (3)	13.00	10,738.00
9	171	boxes	PUSH PIN, Hammer head type, assorted colors, 100's/box	28.00	4,788.00
10	180	pcs	RING BINDER, 25mm 1", plastic, assorted colors	32.00	5,760.00
11	205	pcs	RING BINDER, Size: 12mm 1/2", plastic, assorted colors	11.00	2,255.00
12	180	pcs	RING BINDER, Size: 20mm 3/4", plastic assorted colors	70.00	12,600.00
13	126	boxes	RUBBER BAND, Small, weight approx. 30grams	30.00	3,780.00
14	6	pcs	STAPLER, With Remover, HD. No 35	145.00	870.00
15	165	pcs	STAPLE WIRE REMOVER, Jaw type	55.00	9,075.00
16	88	boxes	STAPLE WIRE, For Industrial Stapler, Model: 23/10	30.00	2,640.00
17	142	boxes	STAPLE WIRE, For Industrial Stapler, Model: 23/17	45.00	6,390.00
18	71	boxes	TRANSPARENCY FILM, For OHP/PPC, 210mm x 297mm, (A4), 100s/box	240.00	17,040.00
					221,261.00
LESS: EWT 1% 1,975.54					11,853.26
GMP 5% 9,877.72					209,407.74
P.R. No./ Requesting Unit: RFQ No.: 2024-036					
PR No. 24-0129-SVP (PRID)					
Total Amount in Words: Two Hundred Nine Thousand Four Hundred Seven Pesos and Seventy-Four Centavos Only					

- Terms & Conditions:
- APEX OFFICE SUPPLIES AND EQUIPMENT TRADING holds PHIC free and harmless from any claims, obligation or liability that may be caused to any third party that may be injured or harmed due to the willful, unlawful or negligent act or omission of APEX OFFICE SUPPLIES AND EQUIPMENT TRADING or any of its personnel or representative, without prejudice to any other legal action that PHIC may have against APEX OFFICE SUPPLIES AND EQUIPMENT TRADING in relation to the implementation of the Contract.
  - The agency shall impose penalty in an amount equivalent to 1/10 of one (1%) percent of the total value of undelivered items for each day of the delay as liquidated damages.
  - If the date of receipt of the Purchase Order (P.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.

CONFORME:	Received copy of P.O.:
<u>JAKE N. MARINAO</u>	<u>07/22/2024</u>
Signature over Printed Name and Position of Authorized Representative	Date

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Terms & Conditions:

- Delivery of the above item(s) shall be made within the prescribed schedule dates. Suppliers are advised to inform SBAC-Contract Management Team at least two (2) days before the delivery. Use of elevator shall only be from 09:00 to 11:30 a.m. and 1:30 to 3:00 p.m. during Mon/Wed/Fri (MWF). All item(s) delivered shall be accepted by the PSMD at 15th Floor, Room 1501 Citystate Centre, Pasig City.
- Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
- Defective, incompatible or non-compliant 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.
- In all cases, the request for extension should be submitted before the lapse of the original delivery date. The maximum allowable extension shall not be longer than the initial delivery period as stated in the original contract.
- If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.  
  
Any legal action, suit or proceeding arising out of or relating to the Contract shall be submitted to arbitration in the Philippines according to the provisions of R.A. 876, otherwise known as the "Arbitration Law" and R.A. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004".  
  
Whenever necessary to promote arbitration or to seek judicial relief, PHIC and APEX OFFICE SUPPLIES AND EQUIPMENT TRADING agree that any legal action, suit or proceeding arising out of or relating to the Contract may be instituted in any competent court in Pasig City, to the exclusion of other courts of equal jurisdiction.
- Attorney's Fees - In the event that PHIC is compelled to commence arbitration or to seek judicial relief to enforce the provisions of the Contract, it shall be entitled to attorney's fees and liquidated damages equivalent to ten percent (10%) and fifteen (15%), respectively, of the contract price or the amount claimed in the arbitration or judicial action, whichever is higher, aside from the cost of arbitration or litigation, whichever is applicable, and other expenses incidental thereto.
- EFFECTIVITY CLAUSE. This agreement shall take effect upon signing hereof by the Parties and APEX OFFICE SUPPLIES AND EQUIPMENT TRADING shall commence performance of its obligations upon the acceptance of PHIC Purchase Order.

Very truly yours,

JOSEPH O. VERGARA, DPh.  
Head, SBAC

Certified Budget Available:	Funds Available in the amount of:	221,261.00	APPROVED:  <u>ATTY. FRANCIS JAY E. REMIGIO</u>  Senior Manager, PRID HEAD OF THE AGENCY or Authorized Representative
<u>EDITHA O. RAMASTA</u> Fiscal Controller IV	<u>ROMMEL C. REYES</u> Fiscal Controller III		
Within the COB: <u>2024</u>	<u>Regular office Supplies Expense</u> <u>Change to PRID</u>		
Expense Code: <u>5070501001</u>			
Budget: <u>221,261</u>			
Remarks: <u>Change to PRID</u>			
CONFORME: <u>JAKE N. GALNADO</u> Signature over Printed Name and Position of Authorized Representative			Received copy of P.O.: <u>06/22/2024</u> Date