

File copy

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: ASTERDEN SUPPLIES AND GEN. MERCHANDISE CORP.
Address: 37 Kasiyahan St. Holy Spirit District 2, Quezon City
Contact Info: 7340-8406/09177064931/ sales.asterden@gmail.com

Purchase Order No.: PO-2024-051
Date: August 12, 2024
Term of Payment: On Account
Mode of Procurement: Small Value Procurement - Section 53.9

Supplier Registered with: PhilGEPS Certificate Reference No.: 201810-73586-767316221


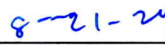
Gentlemen:
Please deliver the following article(s), product(s), supplies, or materials listed below, subject to the terms and conditions contained herein:
Please deliver to this office within twenty (20) working days from receipt hereof of the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	6	pcs	CLIPBOARD, For A4 size document	53.00	318.00
2	1	pc	CORKBOARD, 18"x24" at 6mm thick sheet	363.00	363.00
3	1	pc	SELF- INKING STAMP, Trodat Printy 5460 with rubber inscription	3,800.00	3,800.00
4	5	pcs	BINDER, PVC Binding Element 2"	149.00	745.00
5	50	packs	ENVELOPE, White, Size No. 7, 10 pcs/pack	18.50	925.00
6	1	unit	HANDBOOK: Jurisprudence on Civil Service: A Compendium of Supreme Court Rulling from 2001-2017	800.00	800.00
7	1	unit	HANDBOOK: Administrative Code 1987	300.00	300.00
8	1	unit	HANDBOOK: The Law of Obligations and Contracts	1,200.00	1,200.00
9	20	pcs	MARKER, Metallic, Silver, Small	93.00	1,860.00
10	2	pcs	INK PAD, For Self-inking stamps (various size)	434.50	869.00
11	1	bottle	INK , For stamp pad with applicator, color: Blue 50ml	50.00	50.00
12	1	pc	STAPLER, Long throat, heavy duty	2,150.00	2,150.00
13	2	units	BATTERY CHARGER : For AA/AAA/9V	1,290.00	2,580.00
					15,960.00
					855.00
					15,105.00
P.R. No./ Requesting Unit:			RFQ No.: 2024-097 - Reposting		
PR No. 24-0153-SVP (CorComm); PR No. 24-0217-SVP (FFIED); PR No. 24-0238-SVP (HRD); PR No. 24-0152-SVP (COA); PR No. 24-0095-SVP (COA); PR No. 24-0066-SVP (COA); PR No. 24-0302-SVP (HRD); PR No. 24-0320-SVP (Risk Management Department); PR No. 24-0304 SVP (Treasury); PR No. 24-0333-SVP (ITMD); PR No. 24-0330-SVP (ITMD)					
Total Amount in Words : Fifteen Thousand One Hundred Five Pesos Only					

Terms & Conditions:

- ASTERDEN SUPPLIES AND GEN. MERCHANDISE CORP. 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 ASTERDEN SUPPLIES AND GEN. MERCHANDISE CORP. or any of its personnel or representative, without prejudice to any other legal action that PHIC may have against ASTERDEN SUPPLIES AND GEN. MERCHANDISE CORP. 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.

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CONFORME:	Received copy of P.O.:
	
Signature over Printed Name and Position of Authorized Representative	Date

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Please deliver to this office within twenty (20) working days from receipt hereof the following





Terms & Conditions:

4. 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 a.m. to 11:30 a.m. and 1:30 p.m. 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.
5. Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
6. 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.
7. 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.
8. 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.
9. 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 ASTERDEN SUPPLIES AND GEN. MERCHANDISE CORP. 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.
10. 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 percent (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.
11. EFFECTIVITY CLAUSE. This agreement shall take effect upon signing hereof by the Parties and shall commence performance of its obligations upon the acceptance of PHIC Purchase Order.

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Very truly yours,

JOSEPH O. VERGARA, DPh.
Head, SBAC

Certified Budget Available:	Funds Available in the amount of:	15,960.00
 LAURICE CHRISTINE G. DALUZ Fiscal Examiner A	 ROMMEL C. REYES Fiscal Controller III	APPROVED:  ATTY. FRANCIS JAY E. REMIGIO Senior Manager, PRID HEAD OF THE AGENCY or Authorized Representative
Within the COB: 2024	Expense Code: 5020301001, 5020321002, 50203110	
Budget: 15,960	Remarks: Charge to Various Offices	
CONFORME:  Signature over Printed Name and Position of Authorized Representative		Received copy of P.O.: 8-21-24 Date