

CMT
PMR/OK

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. Culiat Dist. Quezon City
Contact Info: 0935-845-8264 / apexretailandtrading@gmail.com

Purchase Order No.: **PO-2024-058**
Date: August 16, 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 the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	40	packs	PAPER, Vellum, A4	35.00	1,400.00
2	40	packs	PAPER, Vellum Board, 8.5"x13", 10 pcs/pack	150.00	6,000.00
3	6	reams	PAPER, Colored, A4, Blue	265.00	1,590.00
4	1	ream	PAPER, Colored, A4, Green	290.00	290.00
5	1	ream	PAPER, Colored, A4, Cyber Red	530.00	530.00
6	1	ream	PAPER, Colored, A4, Yellow	400.00	400.00
7	10	packs	ART PAPER- Assorted color 10pcs/pack	15.00	150.00
8	400	pcs	CERTIFICATE HOLDER 9"x12"	50.00	20,000.00
9	820	pcs	CERTIFICATE HOLDER , A4 size	50.00	41,000.00
10	822	pcs	FOLDER, Plastic with side fastener and transparent cover, A4	10.00	8,220.00
11	690	pcs	FOLDER, Plastic with side fastener and transparent cover, Legal	12.00	8,280.00
12	718	pcs	FOLDER, Pressboard, plain, for letter size papers/documents	11.00	7,898.00
13	196	pcs	FOLDER, Slide In, transparent, A4	7.00	1,372.00
14	226	pcs	FOLDER, Slide In, transparent, Legal	9.00	2,034.00
15	114	packs	FOLDER, Tagboard for A4 size papers/documents, 0.342mm thickness, 240mm x 320mm, smooth finish and non-blot on both sides, 100 pcs/pack	290.00	33,060.00
16	262	packs	FOLDER, Tagboard for legal size papers/documents, 0.342mm thickness, 240mm x 365mm, smooth finish and non-blot on both sides, 100 pcs/pack	420.00	110,040.00
					242,264.00
LESS: EWT 1% 2,163.07					
GMP 5% 10,815.36					12,978.43
					229,285.57
P.R. No./ Requesting Unit:			RFQ No.: 2024-096		
PR No. 24-0253-SVP (HRD); PR No. 24-0245-SVP (HRD); PR No. 24-0191-SVP (Comptro); PR No. 24-0242-SVP (HRD); PR No. 24-0241-SVP (HRD); PR No. 24-0243-SVP (HRD); PR No. 24-0244-SVP (HRD); PR No. 24-0137-SVP (Comptro); PR No. 24-0233-SVP (HRD); PR No. 24-0121-SVP (SBAC); PR No. 24-0126-SVP (SENA); PR No. 24-0234-SVP (HRD); PR No. 24-0100-SVP (PRID)					
Total Amount in Words : Two Hundred Twenty-Nine Thousand Two Hundred Eighty-Five Pesos and Fifty-Seven 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.

08-24435

CONFORME:

Raul S. Candalaria Jr.
Signature over Printed Name and
Position of Authorized Representative

Received copy of P.O.:

sept 9, 2024
Date

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. Culiat Dist. Quezon City
Tel. Fax No.: 0935-845-8264 / apexretailandtrading@gmail.com

Purchase Order No.: PO-2024-058
Date: August 16, 2024
Terms 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

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 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
- 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 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.

Very truly yours,

08 - 24435

JOSEPH O. VERGARA, DPh.

Head, SBAC

Certified Budget Available:	Funds Available in the amount of:	242,264.00
<u>EDITHA O. RAMASTA</u> Fiscal Controller IV	<u>ROMMEL C. REYES</u> Fiscal Controller III	APPROVED: <u>ATTY. FRANCIS JAY E. REMIGIO</u> Senior Manager, PRID HEAD OF THE AGENCY or Authorized Representative
Within the COB: <u>2024</u>	Expense Code: <u>5020361001</u>	
Budget: <u>242,264</u>	Remarks: <u>Change to Various Offices</u>	
CONFORME:	<u>Raul S. Candela Jr.</u> Signature over Printed Name and Position of Authorized Representative	Received copy of P.O.: <u>sept 9, 2024</u> Date