

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: **BHIPOLITO OFFICE SUPPLIES**
Address: **382 Sayo St. Paltao, Pulilan, Bulacan**
0947-337-1868/ 0917-843-2428/
Contact Info: **bhipolitoofficesupplies@gmail.com/buh_0189@yahoo.com**

Purchase Order No.: **PO-2024-081**
Date: **November 28, 2024**
Term of Payment: **On Account**
Mode of Procurement: **Shopping - Section 52.1 (b)**

Supplier Registered with: **PhilGEPS Certificate Reference No.: 201901-60724-502487811**

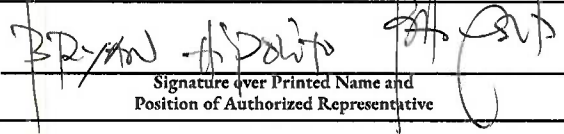
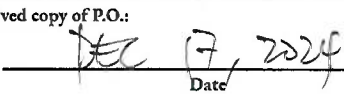
Gentlemen:
Please deliver the following article(s), product(s), supplies, or materials listed below, subject to the terms and conditions contained herein:

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

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	1,036	pcs	DATA FILE BOX, Closed ends with finger ring and pocket for label insert, material	60.00	65,160.00
2	773	pcs	ENVELOPE, Expanding, Plastic, with rubber strap, size: 380mm x 260mm for legal size papers/documents, assorted colors	30.00	23,190.00
3	338	box	FASTENER, Metal, non-corroding, 70mm between prongs, able to hold 25mm thick of multipurpose paper (70gsm), 50 sets/box	72.00	24,336.00
4	413	box	FOLDER, Pressboard, plain, for legal size papers/documents, 242mm x 369mm, color: cream, green, or maroon, etc., 100 pcs/box	1,666.00	688,058.00
5	2	pack	PAPER, Card board, A4, 10 pcs/pack	50.00	100.00
6	30	ream	PAPER, Parchment, A4, 297mm x 210mm, Multi-purpose, 75 gsm, fine, translucent, suitable for pen and ink drawing, 100 sheets per ream	207.00	6,210.00
7	1,027	box	PAPER CLIP, 33mm (min), vinyl/plastic coated, assorted colors, 100s/box or 53g (min) (net of box)	9.00	9,243.00
8	65	jar	PASTE, Solid, with water well and applicator, 200gms	45.00	2,925.00
9	195	pcs	PUNCHER, Heavy duty, with two hole guide approx. 6.3mm diameter in hole	226.00	44,070.00
10	94	pcs	STAMP PAD FELT, Made of metal, plastic or combination of plastic and metal, 60 mm x 100 mm	37.00	3,478.00
11	1,349	pcs	STAPLE WIRE, For Standard Stapler, 26/6, no.35, 500s/box	30.00	40,470.00
					907,240.00
LESS: EWT 1% 8,100.36					
GMP 5% 40,501.79					48,602.15
					858,637.85
			P.R. No./ Requesting Unit: PR No. 24-0012-SHP (PRID)	RFQ No.: 2024-219	
Total Amount in Words : Eight Hundred Fifty-Eight Thousand Six Hundred Thirty-Seven Pesos and Eighty-Five Centavos Only					

Terms & Conditions:

- BHIPOLITO OFFICE SUPPLIES 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 BHIPOLITO OFFICE SUPPLIES or any of its personnel or representative, without prejudice to any other legal action that PHIC may have against BHIPOLITO OFFICE SUPPLIES 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.
- 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 09:00a.m. to 11:30 a.m. and 1:30p.m. to 3:00 p.m. during Mon/Wed/Fri (MWF). All item(s) delivered shall be accepted by the PSMD at 7th Floor.
- 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.

CONFORME:		Received copy of P.O.:	
	Signature over Printed Name and Position of Authorized Representative		Date: DEC 7, 2024

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

Terms & Conditions:

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 BHIPOLITO OFFICE SUPPLIES 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.

Very truly yours,

JOSEPH O. VERGARA, DPH.
Head, SBAC

Certified Budget Available:	Funds Available in the amount of:	907,240.00
<u>MARILOU M. NAVARROZA</u> Division Chief	<u>SHERYL JEAN AGUILAR</u> Fiscal Controller III	APPROVED:
Within the COB: <u>2024</u>	<u>MARY ANN A. MALINIS</u> Fiscal Controller IV	<u>ATTY. FRANCIS JAY E. REMIGIO</u> Senior Manager, PRID HEAD OF THE AGENCY or Authorized Representative
Expense Code: <u>5020301001 (Regular Office Supplies)</u>		
Budget: <u>907,240</u>		
Remarks: <u>Change to PRID</u>		
CONFORME:	Received copy of P.O.:	
<u>Signature over Printed Name and Position of Authorized Representative</u>	<u>Date</u>	