

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

Purchase Order No.: PO-2024-088
Date: December 10, 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 thirty (30) calendar days from receipt hereof of the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	1	pc	BATTERY CHARGER FOR AA/AAA/9V PR No. 24-0091-SVP (OCCO)	1,250.00	1,250.00
2	19	boxes	FASTENER, Long Stem PR Nos. 24-0041-SVP - ILD (4), 24-0216-SVP - FFIED (10), 24-0239-SVP -HRD (5)	140.00	2,660.00
3	53	pcs	BINDER, Three (3) hole, black A4, size D-Type 1 PR No. 24-0138-SVP - Comptro (53)	350.00	18,550.00
4	16	pcs	DESK TRAY, Double wire mesh, 3 layers PR Nos. 24-0127-SVP - BDRD (8), 24-0157-SVP - OCAE (3), 24-0236-SVP - HRD (5)	400.00	6,400.00
5	52	pcs	BOOK ENDS, Steel, Big PR Nos 24-0137-SVPN - Comptro (2), 24-0228-SVP - HRD (50)	100.00	5,200.00
6	1	pc	MARKER, Permanent, refill, black PR No. 24-0194-SVP - Comptro	60.00	60.00
7	60	pcs	ERASER, Rubber for engineers PR No. 24-0198-SVP - Comptro	15.00	900.00
8	50	pcs	CD ADHESIVE LABEL, Pre-cut, 2 CD label/sheet PR No. 24-0231--SVP - HRD	15.00	750.00
9	10	pcs	CD STORAGE, CD File Case, 12 CD PR No. 24-0232-SVP - HRD	160.00	1,600.00
10	60	pcs	NAME HOLDER (non-ICS) Acrylic Stand PR No. 24-0240-SVP - HRD	130.00	7,800.00
11	1	pc	STAPLE, Long throat PR No. 24-0256-SVP - HRD	2,200.00	2,200.00
12	25	pcs	CLIPBOARD for Legal Size Document PR No. 24-0260-SVP - FFIED	60.00	1,500.00
13	5	pcs	INK for stamp pad with applicator, color: blue PR Nos. 24-0295-SVP - OSVP-Legal (1), 24-0262-SVP - ITMD (4)	50.00	250.00
14	78	pcs	PEN, Ball point pen, Frontline ballpen with string and stand PR No. 24-0262-SVP - ITMD	85.00	6,630.00
15	20	packs	PHOTO PAPER, Premium Grade A4, 15s/pack PR No. 24-0262-SVP - ITMD	33.00	660.00
16	6	pcs	CORKBOARD, 18" x 24" at 6mm thick sheet PR Nos. 24-0262-SVP - ITMD (3), 24-0235-SVP - HRD (3)	350.00	2,100.00
17	4	pcs	COARKBOARD, 3' X 4' wall mounted with aluminum frame PR No. 24-0206-SVP - HRD	1,280.00	5,120.00
18	1	pc	CORKBOARD, 24" x 36" at 6mm thick sheet PR No. 24-120-SVP - OSVP-Legal	1,700.00	1,700.00
LESS: EWT 1% 583.30					65,330.00
GMP 5% 2,916.52					3,499.82
P.R. No./ Requesting Unit: RFQ No.: 2024-232					61,830.18
Total Amount in Words: Sixty-One Thousand Eight Hundred Thirty Pesos and Eighteen Centavos					

CONFORME:

Signature over Printed Name and Position of Authorized Representative

Marandana, John Robert

Received copy of P.O.:

Dec. 20, 2024

Date

Page 1 of 2 pages

REPUBLIC OF THE PHILIPPINES
Philippine Health Insurance Corporation
12/9/2024
Shaw Blvd. Brgy. Oranbo, Pasig City
Telefax No. 637-3158 637-4735

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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 thirty (30) calendar days from receipt hereof of the following

- 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.
 - 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 Monday to Friday. All item(s) delivered shall be accepted by the PSMD at 7th Floor, Room 708
 - 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.
 - 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 G. VERGARA, DPh.
Head, SBAC

Certified Budget Available:	Funds Available in the amount of:	65,330.00
<u>LAURICE CHRISTINE G. DALUZ</u> Fiscal Examiner A	<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>502030101 / 502032001 / 5020321002</u>	
Budget: <u>65330.00</u>	Remarks: <u>Charged by Various Offices</u>	
CONFORME: <u>Karandina John Robert</u> Signature over Printed Name and Position of Authorized Representative		Received copy of P.O.: <u>Dec. 20, 2024</u> Date