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Purchase Order No.:	<b>PO-2024-094</b>
Date:	December 17, 2024
Term of Payment:	On Account
Mode of Procurement:	Small Value Procurement - Section 53.9

Gentlemen:

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

**Terms & Conditions:**

- |  |   |
|--|---|
| <p><b>CONFORME:</b></p> <div style="border-bottom: 1px solid black; padding-top: 10px; margin-top: 10px;"> <p style="text-align: center;">Signature over Printed Name and<br/>Position of Authorized Representative</p> </div> | <p>Received copy of P.O.:</p> <div style="border-bottom: 1px solid black; padding-top: 10px; margin-top: 10px;"> <p style="text-align: center;">Date</p> </div> |
|--|---|

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  
Tel. Fax No.: 0947-337-1868/ 0917-843-2428/ bhipolitoofficesupplies@gmail.com/buh\_0189@yahoo.com

Purchase Order No.: PO-2024-094  
Date: December 17, 2024  
Terms of Payment: On Account  
Mode of Procurement: Small Value Procurement - Section 53.9

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

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 09:00a.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 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.
- 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 og PHIC Purchase Order.

Very truly yours,

12 27645

JOSEPH O. VERGARA, DPh.  
Head, SBAC

Certified Budget Available:	Funds Available in the amount of:	37,461.00
<u>Laurice Christine G. Daluz</u> Fiscal Examiner A	<u>Rommel C. Reyes</u> Fiscal Controller III	
Within the COB: <u>2024</u>		
Expense Code: <u>5020301001 / 5020322001</u>		
Budget: <u>37,461</u>		
Remarks: <u>Charge to Various Offices</u>		
CONFORME: <u>Brown H. P. [Signature]</u> Signature over Printed Name and Position of Authorized Representative		APPROVED: <u>Atty. Francis Jay E. Remigio</u> Senior Manager, PRID HEAD OF THE AGENCY or Authorized Representative
		Received copy of P.O.: <u>Dec 26, 2024</u> Date