

Republic of the Philippines  
PHILIPPINE HEALTH INSURANCE CORPORATION

**JOB ORDER**  
(Non - Inventoriable Items)  
OFFICE/DEPARTMENT: PRO 1

Supplier: GNS TIRE AND SERVICE CENTER, INC.  
Address: 006 Lucao District, Dagupan City, Pangasinan  
Tel. Fax No.: (075) 523-9828  
Supplier Registered with: 006-016-737-000 V

Work Order No.: 24 25  
Date: 5/8/2024

Term of Payment: Charge  
Mode of Procurement: Negotiated Procurement - Small-Value Procurement

Please deliver to this office within 7 days from receipt hereof the following:

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	5	liters	Engine Oil, 5W30	645.00	3,225.00
2	1	pc.	Oil Filter	310.00	310.00
3	1	pc.	Brake Cleaner	482.00	482.00
4	1	pc.	Fuel Filter	375.00	375.00
5	4	liters	Transmission Oil	1,285.00	5,140.00
6	3	liters	Differential Oil	750.00	2,250.00
7	1	pc.	Wiper 21"	485.00	485.00
8	1	pc.	Wiper 16"	425.00	425.00
9	1	liter	Coolant	270.00	270.00
10	1	Bot.	Brake Fluid	805.00	805.00
11	1	lot	Labor:		2,408.00
			Change oil, Transmission oil, Differential Oil, Clean 4 wheel brakes, change fuel filter		
			XXXXXXXXXXXXXXXXXXXX nothing follows XXXXXXXXXXXXXXXXXXXX		
			Less: TAX		
			VAT (5%/1.12)		722.10
			EWT (2%/1.12)		288.84
			PR No. 24-0425-0199 (50213060)		
			Requesting Unit: LHIO Eastern Pangasinan		
			<b>TOTAL</b>		<b>16,175.00</b>
			Total - Net of Tax		<b>15,164.06</b>

**Terms & Conditions:**

- The agency shall impose penalty in an amount equivalent to 1/10 on one (1%) percent of the total value of undelivered order for each day of the delay as liquidated damages.
- If the date of receipt of the Job Order (J.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 Procurement Section at least two (2) days before the delivery. Use of elevator shall be from 9:00AM to 11:30 AM and 1:30pm to 3:00PM during Mon/Wed/Fri (MWF).

All item/s shall be delivered and accepted by the Procurement Section at 15th Floor, Room 1503 Citystate Ctr. Bldg. Pasig City.

- Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
- Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery.
- In case the series of layout/design presented by the supplier does not satisfy the end-user, the Corporation has the right to cancel the Job Order (JO).
- Payment shall be made in full subject to corresponding government taxes within fifteen (15) working days upon receipt of Certificate of Acceptance and Inspection Report.

Very truly yours,

CYNTHIA S. SANTOS

Division Chief IV / MSD Chief

Certified Budget Available: Funds Available in the amount of:

JOSE A. MONES

Fiscal Controller III

ROSELAL FERREN  
FISCAL CLERK III

EDWARD Q. ESPIRITU

FC IV / FMS Chief

BY THE AUTHORITY OF

AYKIM P. AQUINO  
FC II

APPROVED

MARLENE D. SOLIBA, MD

DENNIS B. ADRE

Regional Vice President

With in the COB:

Expense Code:

Budget:

Remarks:

2024

50213060 / 5700 10

P 16,175.00

AG 16M

Received copy of J.O. on

Date

CONFORME:

Signature over Printed Name

of Supplier / Representative