

CONTRACT OF SERVICES

KNOW ALL MEN BY THESE PRESENTS:

The **PHILIPPINE HEALTH INSURANCE CORPORATION**, a government owned and controlled corporation, existing by virtue of Republic Act 7875 as amended, otherwise known as the "National Health Insurance Act of 1995", with Regional Office Address at the Builders Place, Del Rosario St., Tuguegarao City, represented by its MR. OSCAR B. ABADU, JR., Regional Vice President, hereinafter referred to as "**PHILHEALTH**",

-AND-

CAVAT CAPITOL MERCHANDISING & CONSTRUCTION, a private enterprise, organized and existing under pertinent laws of the Republic of the Philippines, with business address at # 21 Maharlika Highway, Carig Norte, Tuguegarao City, represented by, **AURORA M. FERIL**, hereinafter referred to as the "**CONTRACTOR**",

-WITNESSETH THAT-

WHEREAS, the **CONTRACTOR** has agreed and binds itself to provide services for the Tuguegarao Service Office;

WHEREAS, **PHILHEALTH**, desires to avail the aforesaid services at reasonable cause;

NOW THEREFORE, for and in consideration of the foregoing premises, the party hereby agrees to undertake the Leasehold Improvement of Tuguegarao Service Office subject to the following conditions;

1. **PHILHEALTH** obligates itself to pay the **CONTRACTOR** the contract price of **FOUR HUNDRED NINETY FIVE THOUSAND (Php 495,000.00)** upon completion of the improvement and subject to government accounting rules and procedures;
2. **PHILHEALTH** shall have the right to deduct from the **CONTRACTOR'S** progress billing such amount as may be necessary to cover third party liabilities, as well as uncorrected discovered defects in the project;
3. **PHILHEALTH** shall strictly monitor the implementation of the program of work in order to ascertain that the project shall be completed within the desired specification and work schedule;
4. For and in consideration of the above-stated contract price, the **CONTRACTOR** binds herself to provide the following fixtures and improvements, to wit;

I. 4 Pcs. Front Line Counters

Specifications:

This is made up of combined small counters properly attached side by side to form one whole counter. The basic purpose of the individual construction is for easy movement of furniture in case of relocation.

A. Counter Top

Shall be $\frac{3}{4}$ " ordinary plywood covered by good quality laminates, free from any cracks, nail holes, knots and wood grains. Material swatches should be coordinated/requested from PRID-Engineering Unit.

B. Siding, Shelves and Drawers

Outer and inner siding, Shelves and Drawers shall be $\frac{3}{4}$ " ordinary plywood covered with good quality laminates, free from any cracks, nail holes, knots and wood grains. Material swatches should be coordinated/requested from PRID-Engineering Unit.

C. Moulding

Moulding shall be properly mounted as integral part of the counter to ensure durability using ordinary plywood. Painting shall be "duco" finish with adequate number of coatings. Color paint swatches should be coordinated/requested from PRID-Engineering Unit.

D. Cabinet

Make separate cabinet for each small counter covered with good quality laminates. Install rollers for easy movement. Provide with lockset made of good quality brass material. Cabinet shall be placed underneath the counter.

E. Hardware

Drawer lockset shall be made of good quality brass material to be installed on the cabinet and drawer in each small counter. Handle for drawers and Cabinets shall be round shaped, smooth edged plastic or wooden material.

Install Roller Guide for Drawers with metal drawer slide, roller-type mechanism on both sides for ease of operation, size to fit the drawer length, Use at least 4 – 3/8"Ø bolts and nuts with washers to attached small counters to make one whole rigid counter. Provide anti slip material on counter's base.

F. Electrical Outlet

Outlets and wiring shall be installed on inner front wall of each counter passing through the provided opening.

G. Desk Grommets

Opening with desk grommets with a diameter of 60mm. shall be provided on countertop to route power, data, and phone cables through desktops and counter surfaces and keep cords organized and out of sight.

II. 1 Pc. RECEPTION COUNTER

Specification:

This is made up of three (3) small counters properly attached side by side to form one counter. The basic purpose of individual construction of small counters is for mobility of furniture in case of relocation.

A. Counter Top

Shall be 3/4" ordinary plywood covered by good quality laminates, free from any cracks, nail holes, knots and wood grains. Material swatches should be coordinated/requested from PRID-Engineering Unit.

B. Siding, Shelves and Drawers

Outer and inner siding, Shelves and Drawers shall be 3/4" ordinary plywood covered by good quality laminates, free from any cracks, nail holes, knots and wood grains. Texture and color of laminates shall be similar to the laminates on the front liner's counters.

C. Moulding

Moulding shall be properly mounted as integral part of the counter to ensure durability using ordinary plywood. Painting shall be "duco" finish with adequate number of coating. Paint color shall be similar to the molding color used on the front liner's counter.

D. Hardware

Use at least 4 – 3/8"Ø bolts and nuts with washers to attached small counters to make one whole rigid counter. Provide anti slip material on counter's base.

III. 2 Pieces WRITING STANDS

Specification:

Writing stand is of two kinds, (1), is the wall type, which shall be placed standing with it's back on the wall, (2) the island type which may be placed at the center of the area.

A. Counter Top

Shall be $\frac{3}{4}$ " ordinary plywood covered by good quality laminates, free from any cracks, nail holes, knots and wood grains. Material swatches should be coordinated/requested from PRID-Engineering Unit. Install $\frac{3}{8}$ " thick clear glass at center of counter. Use chrome finish glass shelf fitting to hold glass.

B. Siding, Shelves and Drawers

Outer and inner Siding, Shelves and Drawers shall be $\frac{3}{4}$ " ordinary plywood covered with good quality laminates, free from any cracks, nail holes, knots. Texture and color of laminates shall be similar to the laminates on the front liner's counters.

C. Moulding

Moulding shall be properly mounted as integral part of the counter to ensure durability using ordinary plywood. Painting shall be "duco" finish with adequate number of coating. Paint color shall be similar to the molding color used on the front liner's counter.

D. Hardware

Drawer lock shall be made of good quality brass material to be installed on the cabinet and drawer in each small counter. Handle for drawers and Cabinets shall be round shaped smooth edged plastic/wooden material. Install Roller Guide for Drawers with metal drawer slide, roller-type mechanism on both sides for ease of operation, size to fit the drawer length.

IV. 1 Lot CASHIER'S BOOTH and 1 Lot CHECK RELEASING BOOTH

Specification

Cashier's booth uses the same specifications as the frontliners' counter, but enclose within a booth and provided with glass window.

A. Partitions

Interior wall partitions shall be of non-combustible material. Interior wall must terminate at or above ceiling level in a manner that may allow the ceiling plenum air return to fully function. It is recommended that the following materials be used for the partitions:

a.1 13mm thick gypsum wallboard installed to manufacturer's specifications, or Fiber cement sheet wallboard installed to manufacturer's specifications.

a.2 Partitions located along or terminating to an exterior wall should be aligned or terminated on the vertical mullion of the exterior glass wall or on a solid wall. At no instance shall the mullion, sill closure or any part of the curtain wall be subjected to any pressure. A resilient material, e.g. rubber gasket, is recommended to abut to the mullion/sill closure. The window sill closure must not be subjected to induced load. No permanent fixing of any kind is permitted at any section of the curtain wall.

a.3 Painting of partitions shall be at least 3 coating of good quality paint. Baseline paint (baseboard) for existing wall partition shall be 100mm. in high in dark grey in color.

B. Doors and Frames

Flush Doors and Jambs for Partitions of offices shall be made of good quality wooden frame complete with lockset and other hardware.

C. Glass and Glazing

Glass to be installed for Counter's Window and Writing Stand shall be $\frac{3}{8}$ tempered clear glass cut as shown in the detailed drawing.

D. Signage

Signage shall be acrylic and embossed.

E. Electrical Outlets

Outlets and wiring shall be installed on inner front wall of each counter.

V. 1 Lot BACK WALL.

Specification:

Back wall shall be of two types:

- 1.) the 2.10 m high and
- 2.) the floor to ceiling high.

It shall be placed between the front liners counter and the backroom. At the area of the front liners, a mural or graphics design reflecting the PHIC image will be placed, at the backroom side, built-in tables will be installed, when using the 2.10 m high back wall, to serve as support and at the same time for use as counters or as additional tables. The floor to ceiling high back wall will simply serve as a wall partition. The 2.10 m high back wall can be used by S.O.'s with limited air conditioning facilities, to help air to flow within the area, while the floor to ceiling high back wall may be used by S.O.'s with suitable air conditioning facilities.

A. Wall Partitions

Wall partitions shall be double sided wall using 3/8" ordinary plywood on metal studs.

- a.1 Partition at backroom side shall be finished with good quality laminates, free from any cracks, nail holes, knots and wood grains. Vertical grooving shall be placed at equal distance, for aesthetic purposes. 100 mm high baseboard shall be painted on front and rear of back wall using dark grey color. Texture and color of laminates shall be similar to the laminates on the front liner's counters.
- a.2 Graphics sticker shall be mounted on the front liner side of the back wall containing the approved design. Graphics design shall be coordinated / requested from PAD.

B. Build – in Table and Drawers

Outer and inner siding of tables drawers shall be of 3/4" ordinary Plywood covered with good quality laminates, free from any cracks, nail holes, knots. Texture and color of laminates shall be similar to the laminates on the front liners' counters.

C. Hardware

Handle for cabinets shall be round shaped, smooth edged plastic or wooden material. Install roller guide for drawers with metal drawer slide, roller-type mechanism on both sides for ease operation, size to fit the drawer length.

D. Lighting

Down lights shall be installed on the ceiling at the front side of back wall, either surface mounted or track mounted, depending on height of back wall, to create a scallop pattern on the wall, at the same time illuminating the graphics sticker. Down/track lights shall make use of 3 watts LED light bulb, with daylight color temperature. It shall be placed approx. 0.20 to .40m from the wall, and shall be equally spaced with a minimum distance of 0.80m and maximum distance of 1.20m.

E. Electrical Outlets

Outlets and wiring shall be installed on the back room side of the back wall, under each built-in tab.

VI. 1 Lot S.O. HEAD

Specification:

The S.O. Head Office will be an enclosed space, with mostly glass partition.

A. Partitions

Interior wall partitions shall be of non-combustible materials. It is recommended that the following materials be used for the partitions:

- a.1 13mm thick wallboard installed to manufacturer's specifications, or Fiber Cement sheet wallboard installed to manufacturers' specifications.
- a.2 Glass wall to be installed shall be 3/8" tempered clear glass with size and dimensions as indicated in the detailed drawing. Use glass clip with bevel edge to hold glass wall.

a.3 Partitions located along or terminating to an exterior wall should be aligned or terminated on the vertical mullion of the exterior glass wall or on a solid wall. At no instance shall the mullion, sill closure or any part of the curtain wall be subjected to any pressure. A resilient material, e.g. rubber gasket, is recommended to abut to the mullion/sill closure. The window sill closure must not be subjected to induced load. No permanent fixing of any kind is permitted at any section of the curtain wall. No window penetrations shall be allowed. The paint coating of the curtain wall may not be disturbed or changed in way.

a.4 Painting of partitions shall be at least 3 coating of good quality paint. Baseline paint (baseboard) for existing wall partition shall be 100mm high in dark grey color.

B. Door and Frames

Flush and Doors and Jambs for Partitions of offices shall be made of good quality wooden frame complete with lockset and other hardware.

C. Glass and Glazing

Glass to be installed for S.O. head window shall be 3/8" tempered clear glass cut as shown in the detailed drawing. Frosted glass sticker shall be placed on the glass window with location and dimension as shown on the drawing.

D. Moldings

Molding shall be properly mounted as integral part of the wall to , use ordinary plywood. Painting shall be "duco" finish with adequate number of coating. Paint color shall be similar to the molding color or front liner's counter.

E. S.O. HEAD

The S.O. Head office area will be variable, depending on the space allotment of the specific Service Office and on the area allotment required by Office Order No. 0114, s-2004.

Material:

Solid brass and/or stainless steel, 90-degrees glass clip with bevel edge and square corner.

VII. 1 Piece GUARD DESK

A. Counter Top

Shall be 3/4" Ordinary Plywood covered by good quality laminates free from any cracks, nail holes, knots and wood grains. Texture and color of laminates shall be similar to the laminates on the front liners' counter top.

B. Siding, Shelves and Drawers

Outer and inner Siding, Shelves and Drawers shall be of 3/4" Ordinary Plywood covered by good quality laminates free from any cracks, nail holes, knots and wood grains. Texture and color of laminates shall be similar to the laminates on the front liners' counter.

C. Moulding

Moulding shall be properly mounted as integral part of the counter to ensure durability using ordinary plywood. Painting shall be "duco" finish with adequate number of coating. Paint color shall be similar to the molding color of the front liners' counter.

D. Hardware

Drawer locksets made of good quality brass material to be installed in the cabinet and drawer in each small counter. Handle for drawer and Cabinet shall be round shaped, smooth edged plastic/ wooden material. Install Roller Guide for drawers with metal drawer slide, roller-type mechanism on both sides for ease of operation, size to fit the drawer length.

VIII. 1 LOT Finishing Works

Painting of Works (existing walls – 106sq.m)

5. SCOPE OF WORK

The work to be done consists of furnishing all required materials, tools, equipment and labor, performing all operations necessary for the satisfactory completion of the project in accordance with approved drawings, specifications, and PhilHealth Office Order No.10, series 2010. Quality of work shall be practiced at all time to maintain and enhance the office's corporate look.

Supplier/Contractor should employ skilled and qualified manpower specialized in every item of work.

A. Dismantling and Clearing

a.1 Dismantling and removal of existing / install partition walls including its components such as limited but not limited to electrical writings, doors, jambs, windows not according to the floor lay-out.

a.2 Clearing and hauling of the dismantled items to be identified location as specified to the floor lay-out.

B. Carpentry Works

Installation of drywall partitions as shown in the floor plan / drawings including the installation of jambs, doors. Cornices, moldings and other carpentry works indicated therein.

C. Furniture Works

Make quality furniture such as but not limited to:

- 4 units Front-Liners Counters
- 1 unit Reception Counter
- 2 units Writing Stands
- 1 unit Cashiers' Booth with 1 window
- 1 unit Check Releasing Booth with 1 counter
- 1 unit Back Wall
- 1 Office of the SO Head
- 1 unit Guard Desk
- Painting of Walls and ceiling

D Repainting of existing walls and other painting / finishing works

d.1 Preparation of existing surfaces to be repainted such as removal of mildew, oil, dust, dirt, loose rust, peeling paint or other contamination to ensure good adhesion of paint.

d.2 Application of at least 3 coats of paint on existing permanent wall partitions and ceilings. All color samples and swathes shall be submitted to the General Services Unit for prior approval.

E Glass and Glazing Works

Supply and installations of glass and framing as shown in the detailed drawings and specifications.

F Electrical Works

Supply and installation of electrical system with adequate-sized electrical wires, good quality switches, convenience outlets and other electrical components such as circuit breaker/s required to compete electrical requirement project. This includes but is not limited to the following:

- f.1 Installation of electrical wirings and convenience outlets (at least 2 units) at every newly enclosed rooms.
- f.2 Installations of electrical wirings and convenience outlets (2 units) for each front liner counters.

All maintenance and workmanship shall be in compliance with electrical Code of the Philippines and Local Ordinance.

G Supply and Installation of Graphic Sticker and Backwall.

Back wall must have adequate lighting. (Coordinate to General Services Unit for the approved design)

H Supply and Installation of Signages on Cashiers' and Check Releasing Booth.

6. The **CONTRACTOR** shall coordinate with General Services Unit to any queries and/or suggestion with regard to the project:
- Restoration of affected units such as ceiling, walls, floors, windows, etc. to their original state.
 - Secure all necessary permits from the General Services Unit, the building owner, the local utility companies, or the local or national government agencies, as the case maybe, prior to the implementation of works
 - Obtain a "Gate Pass" from the General Services Unit before bringing out from the building any machines, tools, equipment and building materials. Otherwise, the same shall not be allowed to be brought out from the building. The contractor's agents, employees or visitors must not place, leave or obstruct any materials, equipment, refuse or debris outside the premises, or in the corridors, elevator, lobby or in any common areas other than the allocated place of work
 - Not allow any construction debris to accumulate in the premises or in the common areas. The contractor shall ensure to remove all waste and rubbish from the premises at the end of each work day and when required or as directed by the General Services Unit.
 - Provide adequate protection for the fixtures, fitting and finishes in all areas.
 - Shoulder and repair any items damaged during the execution of works.
 - Submit to the General Services Unit the schedule for all overnight / after construction-hours activities at least two (2) working days in advance.

7. WARRANTY

The **CONTRACTOR** shall be held liable for any defects that may arise within the twelve (12) months period upon turn over to PHILHEALTH.

The **CONTRACTOR** shall maintain a same week response, if possible, in evaluating complaints and civil works related.

8. **CONTRACTOR** shall conform with the desired specification as indicated above;

9. **CONTRACTOR** shall comply with all regulatory requirements as indicated in the Checklist of Requirement as well as compliance with the projected timetable of work;

10. **CONTRACTOR** shall be made readily available on an on-call supervisory service during the construction stage:

11. COMPLETION PERIOD

The services to be provided by the **CONTRACTOR** shall commence on May 18, 2012 and must be completed until JUNE 16, 2012.

12. RESCISSION

In case any of the party violates any provision of this contract or for any justifiable or lawful cause, the aggrieved party may cause the rescission of this contract in accordance with existing laws.


Jim Aring
Bani

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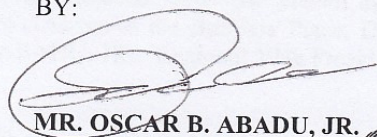
CAVAT CAPITOL MERCHANDISING
& CONSTRUCTION

PHILIPPINE HEALTH
INSURANCE CORPORATION


BY:

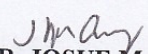

MS. AURORA M. FERIL
Proprietor

BY:


MR. OSCAR B. ABADU, JR.
Regional Vice President

Signed in the presence of:


MS. LILIA C. QUINTO
Fiscal Controller IV


MR. JOSUE M. ANOG
Official Canvasser, PRO 2

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
Municipality/ CITY OF) S.S.

BEFORE ME, personally appeared this 25th day of May 2012, at
TUGUEGARAO CITY, CAGAYAN Philippines.

NAME

MR. OSCAR B. ABADU, JR.
MS. AURORA M. FERIL

RES. CERT. NO.

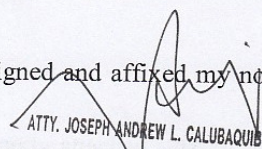
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DATE/PLACE OF ISSUE

January 11, 2011, Tuguegarao City
JAN. 2, 2012, TUGUEGARAO CITY

known to me to be the same persons who executed the foregoing Contract of Services consisting of Two (2) pages including the page on which this acknowledgment is written and acknowledged that the same is their voluntary act and deed.

IN TESTIMONY WHEREOF, I have hereunto signed and affixed my notarial seal on the date and place first above-written.


ATTY. JOSEPH ANDREW L. CALUBAQUIB
NOTARY PUBLIC

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Doc No. 39
Page No. 69
Book No. CCEX 111
Series of 2012