

JOB ORDER
(Non-Inventoriable Items)

Supplier **MODE MATRIX MANILA, INC.** Job Order No.: **15-02-011**
Address **Unit 1022 Cityland Tower, Shaw Blvd. cor. St. Francis St., Mandaluyong City** Date: **February 3, 2015**
Tel.Fax No. **894-0389** Term of Payment: **On Account**
Supplier Registered with: **PHILHEALTH** Mode of Procurement: **Small Value Procurement**

Please deliver to this office within **as per schedule** from receipt hereof the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	1	lot	PHOTOGRAPHY SERVICES FOR THE 2014 PHILHEALTH ANNUAL REPORT Scope of Work: * Photoshoot of Philhealth Board Members & Third level Officers 16 Board Members and 69 Third Level officers * Photo editing and other required photo alterations for enhancements Required Production Staff: * Head Photographer - w/ at least 1 back-up/assistant photographer * Creative Director - for photo direction during photo shoot * Production Assistant - for equipment & lighting set-up * Photo Editor - for photo editing, color corrections & other required photo alterations * Make up Artist Required Output/Deliverables: * Process: Digital, high resolution photos in (jpeg) format * Quantity - Digital Print-out of photo souvenirs, CD copy of photos Others: * Head Photographer shall provide their own transportation for their equipment and production staff during photo shoot.	188,000.00	188,000.00
			LESS: EWT 2% 3,357.14 GMP 5% 8,392.86		188,000.00 11,750.00 176,250.00
			RIV # 15-0033 / dtd. 01/23/15 Corplan		

Terms & Conditions:

1. 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.
2. 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 acknowledge to have been received by a representative either through fax or e-mail
3. Delivery of the above item(s) shall be made within the prescribed schedule dates. Supplier are advised to inform Procurement Section at least two (2) days before the delivery. Use of elevator shall only be from 09:00 to 11:30 a.m. and 1:30 to 3:00 p.m. 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
4. Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
5. Defective, incompatible or non-compliant of 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.

Very truly yours,

[Signature]
ELY E. ROXAS

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	Php188,000.00	APPROVED:
<i>[Signature]</i> CORAZON M. TABULAO Fiscal Controller III	<i>[Signature]</i> LILIA R. GARRIDO Fiscal Controller III		<i>[Signature]</i> CHERIE CARMEN B. DIVINA OIC, HEAD - SBAC HEAD OF THE AGENCY or Authorized Representative
Within the COB: 2015	Expense Code: 795-409 CONTRACT SERVICES	Budget: 188,000.00 - 5455	
Remarks: charged to corplan	02-042		
CONFORME: <i>[Signature]</i> Signature over Printed Name and Position of authorized representative			Received copy of P.O.: Feb. 05 2015 Date

faxed 2/5/15 2:25pm c/o Mr. Cory Limbo 706-3080