

REPUBLIC OF THE PHILIPPINES  
**Philippine Health Insurance Corporation**  
 709 CityState Center Bldg.  
 Shaw Blvd. Brgy. Oranbo, Pasig City  
 TeleFax: 637-3158 637-4735

SBAC-PS-14

**JOB ORDER**

(Non-Inventoriable Items)

|   |   |
|---|---|
| Supplier <b>OCEANLINK TRAVEL &amp; TOURS</b>                  | Job Order No.: <b>16-04-021</b>                     |
| Address <b>1090 P. Rosales St., Sta. Ana, Pateros, Manila</b> | Date: <b>April 20, 2016</b>                         |
| Tel.Fax No. <b>568-1669, 544-5575</b>                         | Terms of Payment: <b>On Account</b>                 |
| Supplier Registered with: <b>PHILHEALTH</b>                   | Mode of Procurement: <b>Small Value Procurement</b> |

Please deliver to this office within **as per schedule** upon approval of the following

| NO.   | QTY | UNIT | SERVICE DETAILS  | UNIT PRICE | TOTAL AMOUNT      |
|---|-----|------|--|------------|-------------------|
| 1   | 1   | lot  | <b>60-Seater Bus Rental</b><br>On April 19-21, 2016, Bagac, Bataan<br><br>For: IAG Strategic Plan Implementation Assessment Workshop<br>Destination: Citystate Center Bldg., Pasig to Bagac, Bataan and Vice Versa (Pick & Drop)<br>Pick up: April 19, 2016, 6:00am<br>Pick up: April 21, 2016, 10:00nn  | 56,000.00  | 56,000.00         |
| 2   | 1   | lot  | <b>60-Seater Bus Rental</b><br>On May 18-20, 2016, Lake Hotel, Tagaytay City<br><br>For: MMG Updates & Consultations with FOD Chiefs<br>Destination: Citystate Center Bldg., Pasig to Tagaytay City and Vice Versa (Pick & Drop)<br>Pick up: May 18, 2016, 8:30am<br>Pick up: May 20, 2016, 1:00pm   | 34,500.00  | 34,500.00         |
| 2   | 1   | lot  | <b>60-Seater Bus Rental</b><br>On May 2-5, 2016, Baguio City<br><br>For: Information Security Awareness Officers Annual Forum 2016<br>Destination: Citystate Center Bldg., Pasig to Baguio City and Vice Versa (Pick & Drop)<br>Pick up: May 2, 2016, 6:00am<br>Pick up: May 5, 2016, 12:00nn<br><br>Note: Package includes of Driver, Fuel, Toll Fee, Parking Fee, Driver's | 60,000.00  | 60,000.00         |
| LESS:<br>EWT 5% 7,525.00<br>GMP 3% 8,525.00   |     |      |  |            | 150,500.00        |
|   |     |      |  |            | 12,040.00         |
|   |     |      |  |            | <b>138,460.00</b> |
| RIV #<br>16-0151 dtd. 04/07/16 PRID<br>16-0150 dtd. 04/07/16 MMG<br>16-0148 dtd. 04/06/16 INFOSEC |     |      |  |            |                   |




**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 acknowledge 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. 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 PSMD at 15th Floor, Room 1501 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. 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.

Very truly yours,

**ELY E. ROXAS**

Administrative Officer III

|   |                                   |   |           |
|---|-----------------------------------|---|-----------|
| Certified Budget Available:   | Funds Available in the amount of: | Php150,500.00   | APPROVED: |
| <br><b>CORAZON M. TABULAO</b><br>Fiscal Controller III   |                                   | <br><b>LILIA R. GARRIDO</b><br>Fiscal Controller III |           |
| <br><b>ATTY. GILBERT G. KINTANAR</b><br>Corporate Legal Counsel<br>HEAD OF THE AGENCY<br>or Authorized Representative |                                   |   |           |
| Within the COB: <u>2016</u><br>Expense Code: <u>864-00</u><br>Budget: <u>150,500</u><br>Remarks: <u>change to PRID, MMG + infosec</u><br><u>with RRV</u>  |                                   |   |           |
| Received copy of J.O on _____   |                                   | CONFORME:<br>Print Name and Signature of Supplier/Representative  |           |



**JOB ORDER**  
 (Non-Inventoriable Items)

Supplier: **OCEANLINK TRAVEL & TOURS** Job Order No.: **16-04-021**  
 Address: **1090 P. Rosales St., Sta. Ana, Pateros, Manila** Date: **April 20, 2016**  
 Tel.Fax No. **568-1669, 544-5575** Terms of Payment: **On Account**  
 Supplier Registered with: **PHILHEALTH** Mode of Procurement: **Small Value Procurement**

Please deliver to this office within **as per schedule** upon approval of the following

| NO. | QTY | UNIT | SERVICE DETAILS  | UNIT PRICE | TOTAL AMOUNT                  |
|-----|-----|------|--|------------|-------------------------------|
| 1   | 1   | lot  | <b>60-Seater Bus Rental</b><br>On April 19-21, 2016, Baguio, Bataan<br><br>For: IAG Strategic Plan Implementation Assessment Workshop<br>Destination: Citystate Center Bldg., Pasig to Baguio, Bataan and Vice Versa (Pick & Drop)<br>Pick up: April 19, 2016, 6:00am<br>Pick up: April 21, 2016, 10:00nn  | 56,000.00  | 56,000.00                     |
| 2   | 1   | lot  | <b>60-Seater Bus Rental</b><br>On May 18-20, 2016, Lake Hotel, Tagaytay City<br><br>For: MMG Updates & Consultations with FOD Chiefs<br>Destination: Citystate Center Bldg., Pasig to Tagaytay City and Vice Versa (Pick & Drop)<br>Pick up: May 18, 2016, 8:30am<br>Pick up: May 20, 2016, 1:00pm   | 34,500.00  | 34,500.00                     |
| 2   | 1   | lot  | <b>60-Seater Bus Rental</b><br>On May 2-5, 2016, Baguio City<br><br>For: Information Security Awareness Officers Annual Forum 2016<br>Destination: Citystate Center Bldg., Pasig to Baguio City and Vice Versa (Pick & Drop)<br>Pick up: May 2, 2016, 6:00am<br>Pick up: May 5, 2016, 12:00nn<br><br>Note: Package includes of Driver, Fuel, Toll Fee, Parking Fee, Driver's | 60,000.00  | 60,000.00                     |
|     |     |      |  |            | 150,500.00                    |
|     |     |      |  |            | LESS:                         |
|     |     |      |  |            | EWT 5% 7,525.00               |
|     |     |      |  |            | GMP 3% 4,537.50               |
|     |     |      |  |            | 12,062.50                     |
|     |     |      |  |            | 138,437.50                    |
|     |     |      |  |            |                               |
|     |     |      |  |            | RIV #                         |
|     |     |      |  |            | 16-0151 dtd. 04/07/16 FRID    |
|     |     |      |  |            | 16-0150 dtd. 04/07/16 MMG     |
|     |     |      |  |            | 16-0148 dtd. 04/06/16 INFOSEC |

**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 acknowledge 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. 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 PSMD at 15th Floor, Room 1501 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. 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.

Very truly yours,

ELY E. ROXAS

Administrative Officer III

|   |                                   |  |  |
|---|-----------------------------------|--|--|
| Certified Budget Available:   | Funds Available in the amount of: | Php150,500.00  | APPROVED:  |
| CORAZON M. TABULAO<br>Fiscal Controller III<br>04-015   |                                   | LILIANE GARRIDO<br>Fiscal Controller III                                     | ATTY. GILBERT G. KINTANAR<br>Corporate Legal Counsel<br>HEAD OF THE AGENCY<br>or Authorized Representative |
| Within the COB: 2016<br>Expense Code: 864-870<br>Budget: 150,500<br>Remarks: change to FRID, MWF & with bus |                                   |  |  |
| Received copy of J.O on May 4, 2016   |                                   | CONFIRME: [Signature]<br>Print Name and Signature of Supplier/Representative |  |