

**JOB ORDER**

(Non-Inventoriable Items)

Supplier MONDAY GFX MULTIMEDIA EDITING STUDIO Job Order No.: 16-05-028  
 Address Unit 404 MB24 Pamayanang Diego Silang C5 Rd., BCDA, Taguig Date: May 11, 2016  
 Tel.Fax No. 847-9500 Terms of Payment: On Account  
 Supplier Registered with: PHILHEALTH Mode of Procurement: Small Value Procurement

Please deliver to this office within as per Terms of Reference upon approval of the following

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1	lot	<p><b>Procurement of Testimonial/Documentary Video with Editorial Photoshoot themed "Benepisyong Philhealth para kay Nanay at Baby"</b></p> <p>Specifications: Documentary/Testimonial/Infomercial Video; Approximate Running Time: 5-7 Mins.; With 30 second version video; Includes on-site editorial/artistic shots (photo shoot); 1-day location shoot (excluding travel time) within Northern Luzon Area; Video Editing (unlimited revisions); Audio/video mixing; 2D/3D animated graphics With English subtitling by the supplier, Draft versions can be presented thru links; HD copy (on cd) of the output once finalized</p> <p>Timeline:                      * Initial draft must be submitted by the supplier within (2) weeks after the video/photoshoot.                      * Editing and delivery of drafts is within three (3) days upon receipt of the request for editing of the latest draft video submitted by the supplier.                      * Final output must be delivered within one (1) week upon approval of the latest draft.</p> <p>PR #                      16-0216 dtd. 04/27/16 Cormar</p>	107,000.00	107,000.00
			LESS:		107,000.00
			EWT 2% 2,140.00		5,350.00
			GMP 3% 3,210.00		<b>101,650.00</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 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*  
 ELY E. ROXAS

Administrative Officer III

JO 05-008

Certified Budget Available:	Funds Available in the amount of:	Php107,000.00	APPROVED:
<i>Corazon M. Tabulao</i> CORAZON M. TABULAO Fiscal Controller III	<i>Lilia R. Garrido</i> LILIA R. GARRIDO Fiscal Controller III		<i>Gilbert G. Kintanar</i> ATTY. GILBERT G. KINTANAR Corporate Legal Counsel HEAD OF THE AGENCY or Authorized Representative
Within the COB:	Expense Code:	Budget:	Remarks:
	76700 / 8	7107,000	Cormar

CONFORME:

Received copy of J.O on \_\_\_\_\_

Print Name and Signature of Supplier/Representative

**J O B O R D E R**  
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Within the COB: <i>0866</i>	Expense Code: <i>767-00 / 8</i>		
Budget: <i>7109,000</i>	Remarks: <i>Cormar</i>		
Received copy of J.O on <i>May 18, 2016</i>		CONFORME:	<i>Bryan Corosa</i> Bryan Corosa Print Name and Signature of Supplier/Representative