

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

Supplier: **BUSINESS UNUSUAL MEDIA SOLUTIONS, INC.** Job Order No.: **16-05-040**  
 Address: 3215 R. Magsaysay Blvd., Sta. Mesa, Manila Date: May 25, 2016  
 Tel.Fax No. 899-2080 Terms of Payment: On Account  
 Supplier Regi: PHILHEALTH Mode of Procurement: Small Value Procurement

Please deliver to this office within **Within one (1) week upon providing inputs** upon approval of the following  
**for final revisions.**

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1	lot	<p><b>Procurement of AVP for the Philhealth Premium Contribution</b></p> <p>Specifications: Approximate Running Time: 3-5 Mins.; Voice Over talent, for selection of client (Supplier to send VO samples of both female and male VO (with talents reading a part from the script); With English subtitle, Video editing, With voice over recording; With 2D/3D animation and graphics; with mixing and musical scoring; with editing and revisions (unlimited); Storyboard, for approval of client; HD copy (on CD) of the output once finalized; Format applicable to be played on LED wall; Draft versions can be presented thru links (Privacy settings should be set for viewing of client and supplier only); Can be played on LCD screens, Websites/Youtubes)</p> <p>Timeline: Initial draft must be submitted by the supplier within (2) two weeks upon receipt of the approved script.</p> <p style="text-align: right;">LESS:                      EWT 2% 2,054.16                      GMP 5% 5,135.40</p> <p>PR #                      16-0347 dtd. 05/12/16 Cormar</p>	115,033.00	115,033.00
					115,033.00
					7,189.56
					<b>107,843.44</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,

*[Signature]*  
**ELY E. ROXAS**

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	Php115,033.00	APPROVED:
<i>[Signature]</i> CORAZON M. TABULAO Fiscal Controller III	<i>[Signature]</i> LILIAN R. GARRIDO Fiscal Controller III		<i>[Signature]</i> <b>ATTY. GILBERT G. KINTANAR</b> Corporate Legal Counsel HEAD OF THE AGENCY or Authorized Representative
Within the COB: <u>2016</u>	Expense Code: <u>70700 / #8</u>	Budget: <u>#115,033 / CORMAR</u>	
remarks:			

Received copy of J.O on

6-316

CONFORME:

*[Signature]*  
**VIRGILIO A. PITOG JR.**  
 Print Name and Signature  
 of Supplier/Representative