

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

Supplier **TWENTY FIFTH MEDIA PRODUCTION INC.** Job Order No.: **17-01-007**  
 Address **2/F Leftwign #39 Scout Ybardolaza St. Quezon City** Date: **January 27, 2017**  
 Tel.Fax No. **711-2748** Terms of Payment: **On Account**  
 Supplier Registered with: **PHILHEALTH** Mode of Procurement: **Small Value Procurement**

Please deliver to this office within **7 calendar days** upon approval of the following

One (1) week upon providing inputs for final revisions

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1	LOT	<b>PROCUREMENT OF MEDICAL DETOXIFICATION AVP</b> Specs: A. Final Output, One (1) unit of estimated 1.5 minutes (running time )video with 15/30 seconder version, Frame Size: 1920x 1080 Full HD, File Format: mov, avi, in separate CDs, Raw materials and footages in CD can be played on LCD/LED screens, Website/Youtube Broadcast quality. B. Scope of Work: Directing Video shoot. Presentation of talents based on the script provided by clients: manage the production set-up, location shoot (manage location set-up and necessary permits/clearances. Video editing, Music for background, Typography, Voice Over recording, mixing and editing. Editing and revision (at least three (3) revisions and minor editing for each unit. Note: C. Other req. Presentation and approval of talents (for videos with script presentation of storyboard, subtitling in English, Presentation of previous projects/output. D. Talents: 1x Leading Talent (male) 2xSupporting Talents (Female & Child) and 5 extras  LESS: EWT 2% 6,696.43 GMP 5% 16,741.07  PR # 17-0023 dtd. 01/20/17 CORMAR	375,000.00	375,000.00
					375,000.00
					23,437.50
					<b>351,562.50</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.
- Warranty Security of 1% of gross amount (Section 62. Warranty of 2016 Revised IRR of RA 9184).

Very truly yours,

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

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	<b>Php375,000.00</b>	APPROVED:
<i>10/1/2017</i> <b>EDITHA O. RAMASTA</b> Fiscal Controller IV	<i>[Signature]</i> <b>WILLIE M. BUMACOD</b> Fiscal Controller IV		<i>[Signature]</i> <b>CHERIE CARMEN B. DIVINA</b> Head - SBAC & Procurement Office HEAD OF THE AGENCY or Authorized Representative
Within the COB:	Expense Code:	Budget:	Remarks:
	<i>767-00</i>	<i>375,000</i>	<i>[Signature]</i>
Received copy of J.O on <b>02 FEBRUARY 2017</b>			CONFORME: <i>[Signature]</i> <b>ADRIENNE CLAUD</b> Print Name and Signature of Supplier/Representative