

Supplier **RED ROOT ARTIST ARTISANS MULTIPURPOSE COOPERATIVE** Job Order No. **18-12-145**
 Address **62B Mapagkawangawa Teacher's Village Dilliman, Quezon City** Date: **December 10, 2018**
 Tel./Fax No. **433-4453** Terms of Payment: **On Account**
 Supplier Registered with: **PHILHEALTH** Mode of Procurement: **Small Value Procurement**

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

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1	LOT	Procurement of PRIME-HRM AVP Specifications: Type: Infographic AVP Running Time: 20mins. With voice over talent, video editing, mixing and musical scoring, subtitle, - editing and revisions (until the material has been finalized) Final Output: HD copy that can be played in LCD, LED, etc. Note: Please see attached BIR Certificate of Tax Exemption PR # 18-0608 dtd. 11/08/18 Comar	100,000.00	100,000.00
					100,000.00

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:	Php100,000.00	APPROVED:
For: <i>Theresa M. Tabulao</i> CORAZON M. TABULAO Fiscal Controller III	Let: <i>12/15/18</i> LYNIE S. ARCEBAS Fiscal Controller III P 100,000.-	JOSEPH O. VERGARA Head, SBAC HEAD OF THE AGENCY or Authorized Representative	
Within the COB: <i>24 2018</i> Expense Code: <i>50202210011510019 Training Programs</i> Budget: <i>100,000.-</i> Remarks: <i>ABC d. 2018-10-403</i>			CONFORME: <i>TERESA PAULA GIL</i> TERESA PAULA GIL Print Name and Signature of Supplier/Representative
Received copy of J.O on <i>Dec 18, 2018</i>			