

**Philippine Health Insurance Corporation**

REPUBLIC OF THE PHILIPPINES  
709 CityState Center Bldg.  
Shaw Blvd. Brgy. Oranbo, Pasig City  
TeleFax: 8637-3158 637-4735

"ANNEX A"

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

Supplier: GLOBAL PRINT SOLUTION  
Address: No. 43, Zone 1 Brgy. Santor, Tanauan City, Batangas  
Tel.Fax No.: (02) 8897-6066; 0969-0597838; 0921-2825256 (itsourabygps@gmail.com) (capturebygps@gmail.com)  
Supplier Registered with: PhilGEPS (Organization No. 201142)

Job Order No.: JO-2022-017  
Date: June 13, 2022  
Terms of Payment: On Account  
Mode of Procurement: Small Value Procurement - Section 53.9

Gentlemen:  
Please deliver the following article(s), product(s), supplies, or materials listed below, subject to the terms and conditions contained herein:

Please deliver to this office within twenty (20) days after the last day of photoshoot session upon approval of the following

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1	lot	<p align="center"><b>Photography Services for the 2021 PhilHealth Annual Report</b></p> <p><b>Scope of Work:</b> - Conduct Photoshoot of PhilHealth Board of Directors and Third Level Officers in the Central Office, Area Vice-Presidents and PROs Regional Vice-Presidents and Branch Managers. (studio set-up group photos, individual portrait photos and in action photos) - Photo editing, color corrections and enhancements and complete layout of photo gallery of the Board of Directors and Executive Officers.</p> <p><b>Required Production Staff:</b> - Head Photographer w/ at least 1 back-up/assistant Photographer - Creative Director for studio set-up design and props, and photo direction during photoshoot - Production Assistant for the studio equipment and lighting set-up - Photo Editor for photo editing, color corrections and other required photo alterations and layout of the photo gallery - Make-up Artist</p> <p><b>Required Equipments:</b> - At least two Digital SLR Cameras - Back-up Batteries - Tripods - Spot lights - Photographer's Stool - Two sets of studio set-up (complete props such as backdrops, apple boxes etc.) - Laptop - Back-up monitor - Extension Cords</p> <p><b>Shoot Schedule:</b> (Alloted number of days per subject/event) - 4 days - The President &amp; CEO and Third Level Officers in the Central Office - 4 days - Area Vice-Presidents &amp; Regional Vice Presidents (Area 1, 2, and 3) - 2 days - Board Members - 2 days - For those who were not able to attend their scheduled photoshoot</p> <p>Total number of days : 12 shooting days</p> <p><b>Required Output/Deliverables:</b> - Process : Digital, high resolution photos in jpeg format - Quantity : One (1) Set E-copy of all photos taken stored in 1 USB flash drive</p> <p><b>Others:</b> 1. Head Photographer shall provide their own transportation for their equipments and production staff during photoshoot. 2. The TOTAL CONTRACT PRICE (TCP) shall be paid in full provided that all photo editing requirements such as color corrections and other enhancements needed are done to ensure the quality of the output. Payment shall be processed upon presentation of the Certificate of Acceptance issued by CorPlan (End-user) as proof that all requirements are met and photo output have passed the quality standards set by the End-user. Deadline of deliverables is 20 days after the last day of photoshoot session.</p> <p align="right">LESS: EWT 2% 4,801.57 GMP 5% 12,003.93</p> <p><b>P.R. No./ Requesting Unit:</b> 22-0003- dtd. 04/11/22 Corporate Planning Department</p>	268,888.00	268,888.00
					268,888.00
					16,805.50
					<b>252,082.50</b>
Total Amount in Words : Two Hundred Fifty-Two Thousand Eighty-Two Pesos and Fifty Centavos Only					

CONFORME: PACHICA TERESITO M. Received copy of J.O.: JUNE 30, 2022  
Signature over Printed Name and Position of Authorized Representative Date

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**twenty (20) days after the last day of  
 photoshoot session**

Please deliver to this office within

upon approval of the following:

**Terms & Conditions:**

- GLOBAL PRINT SOLUTION holds PHIC free and harmless from any claims, obligation or liability that may be caused to any third party that may be injured or harmed due to the willful, unlawful or negligent act or omission of GLOBAL PRINT SOLUTION or any of its personnel or representative, without prejudice to any other legal action that PHIC may have against GLOBAL PRINT SOLUTION for, in relation to the implementation of the Contract.
  - The agency shall impose penalty in an amount equivalent to 1/10 of one (1%) percent of the total value of undelivered service for each day of the delay as liquidated damages.
  - If the date of receipt of the Job Order (J.O.) by the supplier is not indicated, it shall be deemed received on the day it was acknowledged 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. Suppliers are advised to inform SBAC-Contract Management Team 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) delivered shall be 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 service.
  - 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.
  - In all cases, the request for extension should be submitted before the lapse of the original delivery date. The maximum allowable extension shall not be longer than the initial delivery period as stated in the original contract.
  - If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- Any legal action, suit or proceeding arising out of or relating to the Contract shall be submitted to arbitration in the Philippines according to the provisions of RA. 876, otherwise known as the "Arbitration Law" and R.A. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004".
- Whenever necessary to promote arbitration or to seek judicial relief, PHIC and GLOBAL PRINT SOLUTION agree that any legal action, suit or proceeding arising out of or relating to the Contract may be instituted in any competent court in Pasig City, to the exclusion of other courts of equal jurisdiction.
- Attorney's Fees - In the event that PHIC is compelled to commence arbitration or to seek judicial relief to enforce the provisions of the Contract, it shall be entitled to attorney's fees and liquidated damages equivalent to ten percent (10%) and fifteen (15%), respectively, of the contract price or the amount claimed in the arbitration or judicial action, whichever is higher, aside from the cost of arbitration or litigation, whichever is applicable, and other expenses incidental thereto.
  - EFFECTIVITY CLAUSE. This agreement shall take effect upon signing hereof by the Parties and GLOBAL PRINT SOLUTION shall commence performance of its obligations upon the acceptance of PHIC Job Order.

06-251

Very truly yours,

*Joseph Vergara*  
 JOSEPH VERGARA DPh.  
 Head, SBAC & Procurement

Certified Budget Available:	Funds Available in the amount of:	Php268,888.00	APPROVED:
<i>EDITHA D. RAMASTA</i> Fiscal Controller IV	<i>ROMMEL C. REYES</i> Fiscal Controller III		
Within the COB: <u>LY 2022</u>	Expense Code: <u>507070201 8708 10</u>	Budget: <u>268,888.00</u>	
Remarks: <u>Chargeable to Capital</u>			
CONFORME:			Received copy of J.O.:
<i>PACHICA, TEROSITO M</i> Signature over Printed Name and Position of Authorized Representative			<u>JUNE 30, 2022</u> Date