

**Philippine Health Insurance Corporation**

REPUBLIC OF THE PHILIPPINES

709 CityState Center Bldg.

Shaw Blvd. Brgy. Oranbo, Pasig City

TeleFax: 8637-3158 637-4735

**JOB ORDER**

(Non-Inventoriable Items)

"ANNEX **A**"

Supplier: NPVN LEARNING PROGRAMS CO.  
 Address: Unit 25D 2nd Floor Zeta II Bldg., 191 Salcedo St., Legaspi Village, Makati City  
 Tel.Fax No.: 917-6247037 09178034085; paul@alprograms.com support@alprograms.com

Job Order No.: JO-2022-020  
 Date: June 23, 2022  
 Terms of Payment: On Account  
 Small Value Procurement - Section 53.9

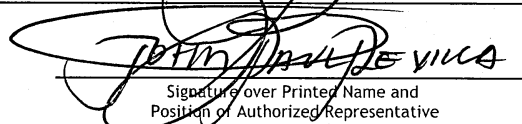
Supplier Registered with: PhilGEPS Organization ID 262452

Mode of Procurement: 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 as per schedule upon approval of the following

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1	lot	<p align="center"><b>PROCUREMENT OF THE SERVICES OF RESOURCE SPEAKER/TRAINING PROVIDER FOR THE ONLINE TRAINING ON WRITTEN COMMUNICATION SKILLS FOR TWO (2) BATCHES</b></p> <p><b>I. Objectives</b>                      - Enumerate and explain the key principles, importance and pitfalls in professional and effective written communication                      - Identify and differentiate the various communication styles appropriate to the communication style of the receiver or recipient                      - Spot and edit the common errors and apply the correct grammar, punctuation, composition, language choice in professional business communications                      - Practice and draft business communication and report writing in various work set up</p> <p><b>II. Competencies to be improved</b>                      - Writing Skills                      - Communication Skills                      - Data Analysis                      - Report Writing/Preparation Skills                      - Research Skills</p> <p><b>III. Duration</b>                      - 24 Training Hours per Batch</p> <p><b>IV. Number of Batches/Schedule</b>                      - Two (2) Batches                      Schedule of Conduct:                      Batch 1: July 19-21, 2022                      Batch 2: July 26-28, 2022</p> <p><b>V. Number of Participants</b>                      - Minimum of 25, maximum of 40 participants per batch</p> <p><b>VI. Platform</b>                      - MS Teams, Zoom</p> <p><b>VII. Requirements</b>  <b>Resource Speaker:</b>                      A. He/she is required to conduct a demo tech &amp; shall be rated based on the following criteria with passing rate of 85%:                      1. Mastery of the Topic - 40%                      2. Communication Skills - 20%                      3. Training Methodologies - 20%                      4. Public Speaking and Physical Appearance - 20%                      B. The demo teach must be done at least a week after the Secretariat for the Bids and Awards Committees (SBAC) received all the quotations and send the invitation for the demo teach to the lowest bidder.</p> <p><b>Other Requirements:</b>                      A. Submission of the following along with the accomplished RFQ:                      • Program proposal with Course Design/Outline, to include training methodologies/approaches to be used.                      • Learning Validation Tool (Sample Pre and PostTest Questionnaires) to be administered on the first &amp; last day of the webinar, respectively.                      • Sample Asynchronous Activities. Resource Speaker's comprehensive Resume, which includes the relevant training he/she has conducted/facilitated in the last 3 years.                      • Resource Speaker's educational background and certifications (i.e. College Degree, Masteral Degree, Certification Courses, etc.)                      B. Technical requirements during the demo teach &amp; actual program conduct:                      • Resource speakers should have a strong &amp; stable internet connectivity.                      • To share with ease on screen, the Power Point Presentation &amp; other training materials should be readily available.                      C. The winning supplier must submit a soft copy of the presentation/lecture materials, at least 2 weeks prior the scheduled webinar. This will be given to all participants at the end of the program.</p> <p><b>VIII. Additional Technical Specifications for Training Provider/ Subject Matter Expert for E-Learning Program (WEBINAR) - (Attached as ANNEX "A")</b></p>	78,400.00	78,400.00
					78,400.00
					4,900.00
					73,500.00
<p><b>P.R. No./ Requesting Unit:</b>                      22-0032 dtd. 05/27/22 HRD-HRPSD</p>					
<p>Total Amount in Words: Seventy Three Thousand Five Hundred Pesos Only</p>					

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

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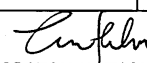
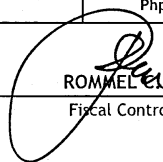

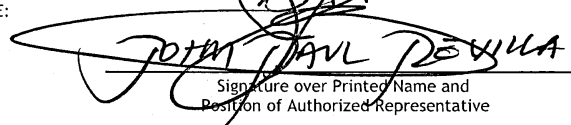
**Terms & Conditions:**

- NPVN LEARNING PROGRAMS CO. 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 NPVN LEARNING PROGRAMS CO. or any of its personnel or representative, without prejudice to any other legal action that PHIC may have against NPVN LEARNING PROGRAMS CO. 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 goods/services 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 acknowledged to have been received by a representative either through fax or e-mail.
  - If applicable, 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.
  - If applicable, delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
  - If applicable, defective, incompatible or non-compliant service as to specification when quoted shall be rejected.
  - 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 NPVN LEARNING PROGRAMS CO. 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.
10. 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.
11. EFFECTIVITY CLAUSE. This agreement shall take effect upon signing hereof by the Parties and NPVN LEARNING PROGRAMS CO. shall commence performance of its obligations upon the acceptance of PHIC Job Order.

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Very truly yours,

  
 JOSEPH O. VERGARA DPh.  
 Head, SBAC & Procurement

Certified Budget Available:	Funds Available in the amount of:	Php78,400.00	APPROVED:
 CORAZON M. TABULAO Fiscal Controller III	 ROMMEL E. REYES Fiscal Controller III		 LOLITA V. TULIAO Senior Manager, PRID HEAD OF THE AGENCY or Authorized Representative
Within the COB: <u>092000</u>	Expense Code: <u>520701061 (MOOE) / 510118</u>	Budget: <u>₱78,400.00 (Training Exp.)</u>	
Remarks: <u>Chargeable to HRD-PRID</u>	<u>per approved CPOT A022-0457</u>	<u>ABC # 2022-05-038 / 5072100</u>	
CONFORME:	Received copy of J.O.:		
 Signature over Printed Name and Position of Authorized Representative	<u>JUNE 30, 2022</u> Date		