

**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)

Supplier: FLEETSERV INC.  
Address: #33 3rd Ave. Brgy. Bagong Lipunan ng Crame 4, Quezon City  
Tel.Fax No.: 7585-4358; 0917-537-8886; 0917-1246-278; fleetservinc@gmail.com

Job Order No.: JO-2022-030  
Date: July 26, 2022  
Terms of Payment: On Account  
Small Value Procurement - Section 53.9

Supplier Registered with: PhilGeps Reference No. 201411197941573605406

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 5 calendar days upon receipt of unit upon approval of the following

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1	lot	AIRCON REPAIR FOR TOYOTA INNOVA Plate No. SLD-667 and Plate No. SLD-677	35,295.00	70,590.00
2	1	lot	AIRCON REPAIR FOR TOYOTA GRANDIA Plate No. SHY-927 <b>Scope of Works</b>  1. The supplier must thoroughly check the air-conditioning system of the vehicle and must provide all the brand new parts and materials that needed replacement; 2. The supplier shall perform only the necessary and needed works/labors that is appropriate to the services needed by the systems; 3. If and only if upon dismantling and leak test and there is a need to repair the coils and bolts, only then that the supplier (with the checking and approval of the corporate mechanic) shall perform the necessary extensive repair of the systems; 4. The basic and extensive repair/replacement of parts and material of the air-conditioning system comprises of the following (but are not limited to) as shown in the table below: - Basic Repair - Parts and materials - Front Expansion Valve - Drier - O-ring - Aircon Cabin Filter - Insulation Tape - Refrigerant Gas (latest version) - Aircon Cabin Oil - Solvent  <b>Extensive Repair (only if necessary after dismantling and leak test)</b>  <b>Additional Parts and Materials:</b> - Front Cooling Coil - Rear Cooling Coil - Expansion Valve Bolt  5. The supplier must include the following dismantling and leak test works/dlabdos in their services: a. Pulling down of evaporators (front and rear) for general cleaning and leak test; b. Removal and replacement of expansion valves (front and rear), aircon cabin filter, drier element and o-rings; c. Flushing of all lines; d. Dehydration of systems; e. Adding/applying air-conditioning oil; f. Recharging of Refrigerant Gas.  <b>Warranty:</b> The supplier must give a six (6) months warranty for all the parts and services.	27,335.00	27,335.00
					97,925.00
				LESS: EWT 2% 1,748.66	
				GMP 5% 4,371.65	
<b>P.R. No./ Requesting Unit:</b>					
22-0079 dtd. 06/22/22 PRID-GSBMD					
22-0080 dtd. 06/22/22 PRID-GSBMD					
Total Amount in Words: <b>Ninety One Thousand Eight Hundred Four Pesos and Sixty Nine Centavos Only</b>					<b>91,804.69</b>

**Terms & Conditions:**

- Fleetserv Inc. 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 Fleetserv Inc. or any of its personnel or representative, without prejudice to any other legal action that PHIC may have against Fleetserv Inc. 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.

CONFORME: ROSEL ANTONIO Received copy of J.O.: 07-451  
Signature over Printed Name and Position of Authorized Representative Date 8-04-22

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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 5 calendar days upon receipt of unit upon approval of the following:

5. If applicable, delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
  6. If applicable, defective, incompatible or non-compliant goods as to specification when quoted shall be rejected.
  7. 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.
  8. 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.
  9. 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 Fleetserv Inc. 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 Fleetserv Inc. shall commence performance of its obligations upon the acceptance of PHIC Job Order.

07-45917

Very truly yours,

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

Certified Budget Available:	Funds Available in the amount of:	Php97,925.00	APPROVED:
<i>[Signature]</i> CORAZON M. TABULAO Fiscal Controller III	<i>[Signature]</i> ROMMEL C. REYES Fiscal Controller III		
Within the COB:	2022		
Expense Code:	5013010		
Budget:	P97,925.00		
Remarks:	CAMELO V. PMS		
CONFORME:			Received copy of J.O.:
<i>[Signature]</i> Signature over Printed Name and Position of Authorized Representative			<u>08-04-22</u> Date