

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: BOOSTER ONLINE EDUCATIONAL CONSULTANCY SERVICES Job Order No.: JO-2022-032
 Address: Unit 2018 The Amaryllis Condominium, 12 St. Cor. E. Rodriguez, Brgy. Mariana, Quezon City Date: July 27, 2022
 Tel.Fax No.: 0917-119-7141; boostervirtual@gmail.com Terms of Payment: On Account
 Supplier Registered with: PhilGEPs Organization ID 343833 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 as per schedule upon approval of the following

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1	lot	<p align="center">PROCUREMENT FOR THE SERVICES OF RESOURCE SPEAKER / TRAINING ON STRESS AND TIME MANAGEMENT FOR TWO (2) BATCHES</p> <p>OBJECTIVES: - Identify and discuss stress, causes and its symptoms; - Assess stress level and its impact on self, on others and on the organization; - Identify and discuss various stressors and responses; - Reflect and utilize the most effective stress management and reduction techniques, including but not limited to: a. Effective goal setting, prioritizing and scheduling b. Handling interruptions c. Organizing tasks d. Differentiating procrastination vs. managing one's schedule e. Coping with the challenges of remote work (work-from-home) - Develop a Personal Plan for Stress and Time Management.</p> <p>COMPETENCIES TO BE IMPROVED - People Orientation - Commitment - Drive for Excellence</p> <p>DURATION - 24 Training Hours per Batch</p> <p>NUMBER OF BATCHES / SCHEDULE - Two (2) Batches Schedule of Conduct: Batch 1: August 23-25, 2022 Batch 2: August 30-September 1, 2022</p> <p>NUMBER OF PARTICIPANTS - Minimum of 25, maximum of 40 participants per batch</p> <p>PLATFORM - MS Teams or Zoom</p> <p>REQUIREMENTS - Resource Speaker: A. He/she is required to conduct a demo teach & 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%</p> 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>Other Requirements: A. Submission of the following along with the accomplished RFQ: - Program proposal with Course Design/Outline, to include training methodologies/approaches to be used. - Sample is attached as "Annex B". - Learning Validation Tool (Sample Pre and Post Test Questionnaires) To be administered on the first & last day of the webinar, respectively. - Sample Asynchronous Activities. - Resource Speaker's comprehensive Resume or Curriculum Vitae, which includes the relevant training he/she has conducted/facilitated in the last 3 years. - Resource Speaker's educational background and training certifications (i.e. college degree, masteral degree, certification courses, etc.)</p> B. Technical requirements during the demo teach & actual program conduct: - Resource speakers should have a strong & stable internet connectivity. - To share with ease on screen, the Power Point Presentation & 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>ADDITIONAL Technical Specifications attached as "Annex A".</p>	168,000.00	168,000.00
					168,000.00
			LESS: EWT 2% 3,000.00		
			GMP 5% 7,500.00		
					10,500.00
					157,500.00
			P.R. No./ Requesting Unit: 22-0081 dtd. 06-23-22 HRD-HRPSD		
Total Amount in Words : ONE HUNDRED FIFTY SEVEN THOUSAND FIVE HUNDRED PESOS ONLY					

CONFORME: *[Signature]* Received copy of J.O.: 09-4-22
 Signature over Printed Name and Position of Authorized Representative Date

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Please deliver to this office within _____ **as per schedule** _____ upon approval of the following:

Terms & Conditions:

- BOOSTER ONLINE EDUCATIONAL CONSULTANCY SERVICES 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 BOOSTER ONLINE EDUCATIONAL CONSULTANCY SERVICES or any of its personnel or representative, without prejudice to any other legal action that PHIC may have against BOOSTER ONLINE EDUCATIONAL CONSULTANCY SERVICES 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 goods 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 BOOSTER ONLINE EDUCATIONAL CONSULTANCY SERVICES 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 BOOSTER ONLINE EDUCATIONAL CONSULTANCY SERVICES shall commence performance of its obligations upon the acceptance of PHIC Job Order.

08-022 18

Very truly yours,

Joseph O. Vergara
JOSEPH O. VERGARA DPH.
Head, SBAC & Procurement

Certified Budget Available:	Funds Available in the amount of:	PH 168,000.00	APPROVED:
<i>Corazon M. Tabulao</i> CORAZON M. TABULAO Fiscal Controller III	<i>Rommel C. Reyes</i> ROMMEL C. REYES Fiscal Controller III		<i>Lolita V. Tuliao</i> LOLITA V. TULIAO Senior Manager, PRID HEAD OF THE AGENCY or Authorized Representative
Within the COB: 042009	Expense Code: 520001001181018	Budget: \$168,000.00	
Remarks: <i>Changeable to HRD-PMO per approved J.O. # 2022-0613 SBAC# 2022-010-000 7/28/22</i>			
CONFORME:	<i>Denisse M. Brown</i> Signature over Printed Name and Position of Authorized Representative		Received copy of J.O.:
			<i>08-27-22</i> Date