

**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**"

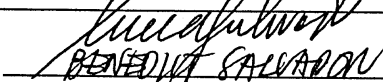
Supplier: <u>ELB-HRA MANAGEMENT CONSULTING</u>	Job Order No.: <u>JO-2022-047</u>
Address: <u>Unit 10-01, 10th Floor One Global Place, 25th Street and 5th Avenue, Bonifacio Global City, Fort Bonifacio, City of Taguig</u>	Date: <u>August 23, 2022</u>
Tel.Fax No.: <u>(02) 8296-9704; 0917-538-7070; ned.salvador@hrarchitects.com.ph</u>	Terms of Payment: <u>On Account</u>
Supplier Registered with: <u>PhilGEPS Certificate Reference No. 20190636134577537884</u>	Mode of Procurement: <u>Small Value Procurement - Section 53.9</u>

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><b>PROCUREMENT FOR THE SERVICES OF A RESOURCE SPEAKER / TRAINING PROVIDER FOR THE TRAINING ON CHANGE MANAGEMENT AND COMMUNICATION STRATEGY FOR TWO (2) BATCHES</b></p> <p><b>OBJECTIVES:</b> At the end of the orientation, participants will be able to: - Describe the importance of Change Management; - Identify different types of change management models to ease the difficulty in implementing change in our Organizations; - Explain the process of change management such as planning, structuring, implementing change; - Identify appropriate approaches and tools to effectively communicate change at all levels; - Plan the strategies to overcome resistance towards change; - Explain how change impact an organization strategy and operation; and - Develop a change management and communication plan, strategies, timelines for a major program / project of their office / sector.</p> <p><b>COMPETENCIES TO BE IMPROVED</b> - Critical and Systematic Thinking - Communication Skills - Forecasting Skills - Leadership - Teamwork - Management</p> <p><b>DURATION</b> - 24 Training Hours per Batch</p> <p><b>NUMBER OF BATCHES / SCHEDULE</b> - Two (2) Batches <b>Schedule of Conduct:</b> Batch 1: September 20-22, 2022 Batch 2: October 18-20, 2022</p> <p><b>NUMBER OF PARTICIPANTS</b> - Minimum of 25, maximum of 40 participants per batch</p> <p><b>PLATFORM</b> - MS Teams or Zoom</p> <p><b>REQUIREMENTS</b> - Resource Speaker: A. He/she is required to conduct a demo teach &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. - Sample is attached as "Annex B1". - Learning Validation Tool (Sample Pre and Post Test Questionnaires) To be administered on the first &amp; 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 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>ADDITIONAL</b> Technical Specifications attached as "Annex A1".</p>	210,000.00	210,000.00
					210,000.00
			LESS: EWT 2% 3,750.00		
			GMP 5% 9,375.00		
					13,125.00
					<b>196,875.00</b>
			<b>P.R. No./ Requesting Unit:</b> 22-0154 dtd. 07-22-2022 HRD-HRPSD		
Total Amount in Words : One Hundred Ninety Six Thousand Eight Hundred Seventy Five Pesos Only					

<p>CONFORME:</p> <p align="center"> <b>BENEDICTA SALVADOR</b> Signature Over Printed Name and Position of Authorized Representative</p>	<p>Received copy of J.O.:</p> <p align="center"><u>1 Sept 2022</u> Date</p>
--	---

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: ELB-HRA MANAGEMENT CONSULTING; Job Order No.: JO-2022-047; Address: Unit 10-01, 10th Floor One Global Place, 25th Street and 5th Avenue, Bonifacio Global City, Fort Bonifacio, City of Taguig; Date: August 23, 2022; Tel.Fax No.: (02) 8296-9704; 0917-538-7070; ned.salvador@hrarchitects.com.ph; Terms of Payment: On Account; Supplier Registered with: PhilGEPS Certificate Reference No. 20190636134577537884; 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:

Terms & Conditions:

- 1. ELB-HRA MANAGEMENT CONSULTING 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 ELB-HRA MANAGEMENT CONSULTING or any of its personnel or representative, without prejudice to any other legal action that PHIC may have against ELB-HRA MANAGEMENT CONSULTING for, in relation to the implementation of the Contract.
2. The agency shall impose a 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.
3. 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.
4. 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 P5MD at 15th Floor, Room 1501 Citystate Ctr. Bldg., Pasig City.
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 ELB-HRA MANAGEMENT CONSULTING 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 ELB-HRA MANAGEMENT CONSULTING shall commence performance of its obligations upon the acceptance of PHIC Job Order.

Very truly yours,

JOSEPH O. VERGARA DPL Head, SBAC & Procurement

08-462

Form containing budget details, approvals, and signatures. Includes fields for Certified Budget Available (Php210,000.00), Fiscal Controller IV (ROMMEL C. REYES), Fiscal Controller III (LOLITA V. TULIAO), and Authorized Representative (BENEDICTO SALVADOR). Includes handwritten notes and dates like '1 Sept 2022'.