

2/15/25 scanned

Philippine Health Insurance Corporation
REPUBLIC OF THE PHILIPPINES
709 Citystate Centre
Shaw Blvd. Brgy. Oranbo, Pasig City
TeleFax: 8637-3158 , 8637-4735

JOB ORDER
(Non-Inventoriable Items)

Supplier: WORK HABITS TRADING
Address: Blk. 1 Lot 5B Dandelion St. Phase VI Greenwoods Executive Village Cainta, Rizal
Tel.Fax No.: 8642-3716 / 0920-9318739 / workhabitstrading@gmail.com
Supplier Registered with: PhilGEPS Certificate Reference No. 201404100134741608371

Job Order No.: JO-2024-019
Date: May 16, 2024
Terms of Payment: On Account
Mode of Procurement: Small Value Procurement - Section 53.9

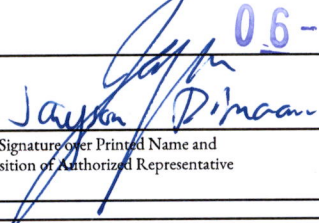
Gentlemen:
Please deliver the following article(s), product(s), supplies, or materials listed below, subject to the terms and conditions contained herein:

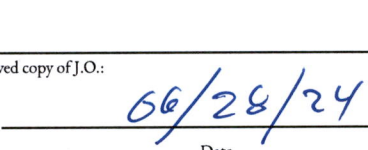
Please deliver to this office within First week of December 2024 upon approval of the following

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	300	pcs	PROCUREMENT OF LAPTOP SLEEVE Specifications: Vegan Leather Color: Tan & Dark Brown (Mahogany) With engraved/deboss PhilHealth Logo (size: 2" x 6") Size: 14.75 inches (L) x 11 inches (H) Packaging: Gift bag with rope handle LESS: EWT 2% 2,008.93 GMP 5% 5,022.32 P.R. No./ Requesting Unit: 		

- Terms & Conditions:**
- WORK HABITS TRADING 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 WORK HABITS TRADING or any of its personnel or representative, without prejudice to any other legal action that PHIC may have against WORK HABITS TRADING 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 proponent/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.
 - 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 Centre, 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.

06-22888

CONFORME:  Signature over Printed Name and Position of Authorized Representative

Received copy of J.O.:  Date 06/28/24

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Small Value Procurement - Section 53.9
Mode of Procurement: _____

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9. Mandatory submission of current Tax Clearance in compliance to Execurtive Order (E.O.) No. 398.
10. 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 R.A. 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 WORK HABITS TRADING 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.
11. 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.
12. EFFECTIVITY CLAUSE. This agreement shall take effect upon signing hereof by the Parties and WORK HABITS TRADING shall commence performance of its obligations upon the acceptance of PHIC Job Order.

Very truly yours,
JOSEPH O. VERGARA DPH.
Head, SBAC & Procurement

Certified Budget Available:		Funds Available in the amount of:	Php112,500.00	APPROVED:
MARY JEAN A. OBIN Fiscal Controller III		ROMMEL C. REYES Fiscal Controller III		ATTY. FRANCIS JAY E. REMIGIO Senior Manager, PRID HEAD OF THE AGENCY or Authorized Representative
Within the COB: <u>2024</u>				
Expense Code: <u>5029901002 / 6160412</u>				
Budget: <u>112,500</u>				
Remarks: <u>Charge to Concom</u>				
CONFORME:				Received copy of J.O.:
Jayson Dimaano Signature over Printed Name and Position of Authorized Representative				<u>06/28/24</u> Date