

Republic of the Philippines  
PHILIPPINE HEALTH INSURANCE CORPORATION

JOB ORDER

(Non - Inventoriable Items)

OFFICE/DEPARTMENT: PRO 1

Supplier: **I-TECHWEB SOLUTIONS AND SERVICES INC.**

Address: **U-2201 22/F 88 Corporate Center, Sedeno Cor. Valero St., Salcedo Village Makati City**

Tel. Fax No.: **9178242387**

Supplier Registered with: **008-908-803-000 V**

Work Order No.: **24\_21**

Date: **5/2/2024**

Term of Payment: **Charge**

Mode of Procurement: **Negotiated Procurement - Small Value Procurement**

Please deliver to this office within/on **July 31-August 2, 2024** from receipt hereof the following:

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1	lot	Training Fee For the Conduct of Training on Business Communication and Report Writing to PRO 1 Employees for 3 days XXXXXXXXXXXXXXXXXXXX nothing follows XXXXXXXXXXXXXXXXXXXX Less: TAX VAT (5%/1.12) EWT (2%/1.12) PR No. 24-0206-0043 (5020201001) Requesting Unit: PRO 1 HRU	179,980.00         Total - Net of Tax	179,980.00         168,731.25

Terms & Conditions:

- The agency shall impose penalty in an amount equivalent to 1/10 on one (1%) percent of the total value of undelivered order 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.
- Delivery of the above item/s shall be made within the prescribed schedule dates. Suppliers are advised to inform Procurement Section at least two (2) days before the delivery. Use of elevator shall be from 9:00AM to 11:30 AM and 1:30pm to 3:00PM during Mon/Wed/Fri (MWF).
- All item/s shall be delivered and accepted by the Procurement Section at 15th Floor, Room 1503 Citystate Ctr. Bldg. Pasig City.
- Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
- Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery.
- In case the series of layout/design presented by the supplier does not satisfy the end-user, the Corporation has the right to cancel the Job Order (JO).
- Payment shall be made in full subject to corresponding government taxes within fifteen (15) working days upon receipt of Certificate of Acceptance and Inspection Report.

Very truly yours,

**CYNTHIA S. SANTOS**  
Division Chief IV / MSD Chief

Certified Budget Available: <b>2024</b>	Funds Available in the amount of: <b>179,980.00</b>	APPROVED:
<b>JOSE A. MONES</b> Fiscal Controller III	<b>EDWARD Q. ESPIRITU</b> FC IV / FMS Chief	<b>DENNIS B. ADRE</b> Regional Vice President
With in the C.O.B:	<b>2024</b>	By: <b>MARICAR M. ARZADON, M.B.</b> MO VII / Chief, BCDMD DIC - CRUP
Expense Code:	<b>502020001 / JOB 7</b>	
Budget:	<b>P179,980.00</b>	
Remarks:	<b>HO SUPPORT</b>	
Received copy of J.O. on	<b>08 May 2024</b>	CONFIRMED: <b>JOCELYN M. PRESILLAS</b>
Date		Signature over Printed Name of Supplier / Representative

COMMISSION ON AUDIT  
AUDIT TEAM R1-04 (PHIC Group)



**MAY 09 2024**

RECEIVED BY: