

Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

JOB ORDER
(Non - Inventoriable Items)
OFFICE/DEPARTMENT: PRO 1

Supplier: **OPT TRAINING AND CONSULTING SERVICES**
Address: Unit 2018, The Amaryllis, E. Rodriguez Sr. Ave., Brgy. Mariana, Quezon City
Tel. Fax No.: 0917-119-7141
Supplier Registered with: 110-179-921-000 NV

Work Order No.: 24_23
Date: 5/3/2024
Term of Payment: Charge
Mode of Procurement: Negotiated Procurement - Small Value Procurement

Please deliver to this office within/on June 3-4, 2024 from receipt hereof the following:

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1	lot	Training Fee For the Conduct of Customer Relations Management Training to PRO 1 Employees for 2 days XXXXXXXXXXXXXXXXXXXX nothing follows XXXXXXXXXXXXXXXXXXXX Less: TAX NVAT (3%) EWT (2%) PR No. 24-0206-0042 (5020201001) Requesting Unit: PRO 1 HRU	90,000.00 Total - Net of Tax	90,000.00 85,500.00

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 SANTOS
Division Chief IV / MSD Chief

Certified Budget Available: JOSE A. MONES Fiscal Controller III	Funds Available in the amount of: <u>90,000.</u> EDWARD Q. ESPIRITU FC IV / FMS Chief	APPROVED: DENNIS B. ADRE Regional Vice President MARCOS M. BAZALON, JR. MO VII / Chief, HCDMD 016-0229
With in the COB: <u>2024</u> Expense Code: <u>502020101 / 10007</u> Budget: <u>P90,000.00</u> Remarks: <u>NO SUPPORT</u>	Received copy of J.O. on <u>May 21, 2024</u> Date	CONFORME: Orlando P. Tugob Signature over Printed Name of Supplier / Representative

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



MAY 22 2024

RECEIVED BY: [Signature]