



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

POMM-P- 007

JOB ORDER

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

Supplier: ILEAP BUSINESS AND TRAINING CONSULTANCY INC.
Address: 22/F Ayala Tower One, Ayala Triangle, Ayala Ave., Bel-Air, Makati City
Tel. Fax No.: 9171356098
Supplier Registered with: 008-082-611-000 V

Work Order No.: 24_56
Date: 11/11/2024
Term of Payment: Charge
Mode of Procurement: Negotiated Procurement-
Small Value Procurement

Please deliver to this office on November 15-16, 2024 from receipt hereof the following:

| NO. | QTY | UNIT | SERVICE DETAILS | UNIT PRICE | TOTAL AMOUNT |
|-----|-----|------|--|-----------------------|--------------|
| 1 | 1 | lot | Resource Speaker's Fee | 74,375.00 | 74,375.00 |
| | | | XXXXXXXXXXXXXXXXXXXX nothing follows XXXXXXXXXXXXXXXXXXXXXXX | TOTAL | 74,375.00 |
| | | | Less: | | |
| | | | VAT (5%/1.12) | | 3,320.31 |
| | | | EWT (2%/1.12) | | 1,328.13 |
| | | | PR No. 24-1022-0450 (5029999005) Requesting Unit: Office of the Field Operations Division Purpose: Conduct of 2024 FOD Year-End Assessment and Personnel Enrichment Forum themed "Better Together Through Personal Excellence: | Total - Net of Tax | 69,726.56 |

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.
- 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.

BY THE AUTHORITY OF THE BUDGET OFFICER:

AYKIN P. AQUINO
FC II

11/11/2024

Very truly yours,

CYNTHIA S. SANTOS

Division Chief / MSD Chief

| | | |
|--|--|---|
| Certified Budget Available: | Funds Available in the amount of: <u>75,375.00</u> | APPROVED: |
| JOSE A. MONES Fiscal Controller III | EDWARD Q. ESPIRITU FC IV / FMS Chief | DENNIS B. ADRE Regional Vice President |
| With in the COB: <u>2024</u> Expense Code: <u>5029999005</u> Budget: <u>74,375</u> Remarks: <u>FOD/5406 7</u> | By the Authority of the FMS Chief: JOSE A. MONES Fiscal Controller III 11/11/24 | NOV 12 2024 MARICAR M. ARZADON, M.B. MOYH / CHIEF, HCE-D CO-ORDINATOR PATRICK S. SORER Signature over Printed Name of Supplier / Representative |
| Received copy of J.O. on | 11/16/24 Date | |

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



NOV 19 2024

RECEIVED BY: _____