

AGREEMENT FOR THE EMERGENCY PROCUREMENT OF DIPLOMATIC POUCH SERVICES FOR THE PERIOD OF 01 JULY 2021 TO 30 SEPTEMBER 2021

KNOW ALL MEN BY THESE PRESENTS:

This Agreement for the Emergency Procurement of Diplomatic Pouch Services (hereinafter, the AGREEMENT), entered into in _____, Philippines, on 17 JUN 2021 between the:

DEPARTMENT OF FOREIGN AFFAIRS, (hereafter, the PROCURING ENTITY), with principal office address at 2330 Roxas Blvd., Pasay City, 1300 Metro Manila, represented by its Undersecretary and Head of the Procuring Entity (HOPE) **HONORABLE ERNESTO C. ABELLA**,

BLUE CHIP MARKETING, (hereinafter, the CONTRACTOR), a company duly organized and existing under and by virtue of the laws of the Philippines, as evidenced by the submitted Department of Trade and Industry (DTI) Certificate of Registration No. 1550813 dated 05 February 2020 (ANNEX "A") with principal address at 1441 Dagupan St., Tondo, Manila, represented by its owner, **WILLIAM N. BATAAC**, who is duly authorized to enter into this Agreement being the Single Proprietor pursuant to the Eligibility Document copy of which is attached as ANNEX "B" and made an integral part as this AGREEMENT.

WITNESSETH:

WHEREAS, the PROCURING ENTITY invited bids for the Emergency Procurement of Diplomatic Pouch Services and has accepted a bid by the **CONTRACTOR** to provide service in the amount of **Twelve Million Ten Thousand Pesos (PHP 12,010,000.00) Only**, (hereinafter, the Contract Price), inclusive of all applicable taxes and other lawful charges.

WHEREAS, the parties complied with the relevant requirements of Republic Act No. 9184 otherwise known as the "Government Procurement Reform Act" under Section 53.2 (Emergency Cases) as the alternative method of procurement and Government Procurement Policy Board (GPPB) Resolution No. 03-2020 and Resolution No. 05-2020 and Regulations, and entered into this AGREEMENT. Pursuant to **BAC Resolution No. (NTC) -34-21** dated **17 June 2021**.

NOW, THEREFORE, for and in consideration of the foregoing premises, the PARTIES agree as follows:

1. The following documents are also attached and made integral parts of this AGREEMENT:

ANNEX A – BAC Resolution No. (NTC)-34-21
ANNEX B – Notice of Award dated 07 June 2021
ANNEX C – Bid Form / Proposal submitted by the CONTRACTOR
ANNEX D – Terms of Reference / Technical Specifications

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2. For and in consideration of the performance of services the PROCURING ENTITY shall pay the CONTRACTOR on a monthly basis and shall be based on the submitted Form / Proposal (Annex "C") the complied Terms of Reference /Technical Specifications (Annex "D").

3. The Contractor shall be paid within thirty (30) working days upon submission of all pertinent documents to the payment process of the project. The terms of payment shall be made in accordance with the Terms of Reference (Annex "D").

IN WITNESS WHEREOF, the Parties through their authorized representatives hereto have signed this AGREEMENT on _____, in Pasay City, Metro Manila.

17 JUN 2021

For the Procuring Entity:
DEPARTMENT OF FOREIGN AFFAIRS

For the Contractor:

By: **ERNESTO C. ABELLA**
Undersecretary and
Head of the Procuring Entity

By: **WILLIAM N. BATAK**
Authorized Representative / Owner
Blue Chip Marketing

WITNESSES

By: **FELISA F. MACARAIG**
Department Chief Accountant

By: **CHRISTINE SIOCO BATAK**
Credit and Collection

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LUIS R. REBAGODA
Signing Officer

ACKNOWLEDGEMENT

Republic of the Philippines)
CITY OF MANILA) s.s.

JUN 30 2021

BEFORE ME, a NOTARY PUBLIC for and in the City of CITY OF MANILA, Philippines, on _____, personally appeared Honorable **ERNESTO C. ABELLA**, Undersecretary of the Department of Foreign Affairs and **MR. WILLIAM N. BATAc** of **BLUE CHIP MARKETING** known to me to be the same persons who executed the foregoing **AGREEMENT FOR EMERGENCY PROCUREMENT OF DIPLOMATIC POUCH SERVICES FOR THE PERIOD 01 JULY TO 30 SEPTEMBER 2021** which instrument consists of _____ pages including the page on which this acknowledgment is written and the Annexes attached thereto, all pages of which have been signed by said PARTIES and their witnesses, and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they represent.

The Philippine Government-Issued ID of the Parties were exhibited to me, the same bearing:

NAME	ID No.	PLACE OF ISSUE	DATE OF ISSUE
ERNESTO C. ABELLA	Passport No. D0004531A	Manila	04-12-2017
WILLIAM N. BATAc	Drivers Licenses N04-89-104407	Manila	24-01-2019

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day, year and in the place above written.

Doc. No. 436
Page No. 88
Book No. 302
Series of 2021

NOTARY PUBLIC
Luzyviminda B. Garcia
ATTY. LUZYVIMINDA B. GARCIA
NOTARY PUBLIC UNTIL 12/31/21
PTR #9803361 / 01-06-2021
IBP # 092928 / M.L.A. UNTIL 2021
ROLL # 30407 / OATH # 010
3A-9, 3/F, 11/88 MALL R. REGENTE ST.
BINONDO, MANILA

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General Record and Archive Division

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LUIS R. REBAGODA
Signing Officer



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF FINANCIAL MANAGEMENT SERVICES

CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **TWELVE MILLION TEN THOUSAND PESOS ONLY (PhP12,010,000.00)** is available to cover the emergency procurement of Diplomatic Pouch Services for *01 July to 30 September 2021*, chargeable against **OAMSS's FY 2021 MOOE - Postage and Courier Services**, pursuant to FY 2021 General Appropriations Act (GAA) (R.A. No. 11518) and subject to existing budgeting, accounting, auditing and government procurement laws, rules and regulations.

Funds provided for the purpose will be valid up to 31 December 2021.

This Certification is issued for whatever lawful purpose it may serve.

FELISA F. MACARAIG
Department Chief Accountant

MOS
06 - 21 - 0014
BUDGET DIVISION-CAF
11 June 2021

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General Record and Archive Division

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JR
LUIS R. REBAGODA
Signing Officer

ofms/bd/CAF/2021-06-61/gq



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE

BAC Resolution No. NTC - 34 - 21

**RESOLUTION RECOMMENDING, BY REFERENDUM, NEGOTIATED
PROCUREMENT UNDER SECTION 53.2 (EMERGENCY CASES) AS ALTERNATIVE
METHOD OF PROCUREMENT OF DIPLOMATIC POUCH SERVICES FOR THE
PERIOD OF 01 JULY TO 30 SEPTEMBER 2021**

WHEREAS, in order to implement the Philippines' foreign policy interests through various missions, embassies, and consulates abroad, the Department required a reliable courier service for continuous and regular transmittal of important Diplomatic and Consular correspondence, official documents, parcels, and other items among and between the Home Office and its Foreign Service Posts, via the diplomatic pouch;

WHEREAS, as of 8 March 2020, the President of the Republic of the Philippines signed Proclamation No. 922, **DECLARING A STATE OF PUBLIC HEALTH EMERGENCY THROUGHOUT THE PHILIPPINES** due to the COVID-19 outbreak. The Declaration ensures a whole-of-government response to facilitate sufficient and immediate access to funding, and ease of procurement, mandatory reporting, mandatory quarantine, and travel restrictions, among others. The declaration likewise capacitates government agencies to utilize appropriate resources to prevent the loss of life;

WHEREAS, Diplomatic Pouch services is a vital and important service of the Department without which it cannot render vital public services, such as transmittal of Official Diplomatic communications to Foreign Service Posts abroad, or delivery of Passports or other consular documents;

WHEREAS, the Department does not have its own inhouse Diplomatic Pouch capability in which it can transmit Diplomatic and Consular documents through;

WHEREAS, the Office of Asset Management and Support Services (OAMSS) requested the resort to emergency procurement to ensure continued performance of the Diplomatic Pouch service from 01 July to 30 September 2021;

WHEREAS, an Approved Budget for the Contract (ABC) on the total of **Twelve Million Ten Thousand Pesos (PhP 12,010,000.00) Only**, is chargeable against the Department's 2021 Supplemental Annual Procurement Plan;

OCT 06 2021
JR

WHEREAS, Rule XVI Section 48 (48.3) of the 2016 Revised IRR, provides that the BAC may recommend through a BAC Resolution, such change in the mode of procurement in the Department's APP, to be approved by the HOPE;

WHEREAS, there is an immediate need for the Department of Foreign Affairs (DFA) to ensure that its **DIPLOMATIC POUCH SERVICES** remain available to the Department in order to ensure effective and efficient services are afforded to the Department's various stakeholders here and abroad;

WHEREAS, Section 53 of the revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act of 2003", allows an agency to resort to Negotiated Procurement;

WHEREAS, further, Section 53.2 (Emergency Cases) of the said IRR provides that Negotiated Procurement can be resorted to "[i]n case of imminent danger to life or property during a state of calamity, or when time is of the essence arising from natural or man-made calamities or other causes where immediate action is necessary to prevent damage to or loss of life or property, or to restore vital public services, infrastructure facilities and other public utilities";

WHEREAS, the **OAMSS** submitted to the Bids and Awards Committee (BAC) a quotation from the **BLUE CHIP MARKETING** for the procurement of said **DIPLOMATIC POUCH SERVICES** in the total amount of **Twelve Million Ten Thousand Pesos (PhP 12,010,000.00) only**;

NOW, THEREFORE, we, the members of the Bids and Awards Committee of the Department, **RESOLVE** to **RECOMMEND** to the Head of Procuring Entity (HOPE) to resort to Negotiated Procurement under Section 53.2 (Emergency Cases) as the alternative method of procurement of **DIPLOMATIC POUCH SERVICES** from **BLUE CHIP MARKETING** in the amount of **Twelve Million Ten Thousand Pesos (PhP 12,010,000.00) only** subject to the above-mentioned requirements and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

ADOPTED, this 17th day of June 2021 in Pasay City


NARCISO T. CASTAÑEDA
BAC Chairperson

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General Record and Archive Division

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LUIS R. REBAGODA
Signing Officer


KRISTINE MARGRET M. MALANG
BAC Vice-Chairperson


JOY ANNE B. LAI
BAC Member


JERICSON H. ARCEO
Provisional BAC Member



MEDARDO G. MACARAIG
Representative of the End-user

Approved:
By the Authority of the Secretary of Foreign Affairs:


ERNESTO C. ABELLA
Undersecretary for Strategic Communication and Research
and Head of the Procuring Entity

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LUIS R. REBAGODA
Signing Officer

KRISTINE MARGRET M. MALANG
BAC Vice-Chairperson

JOY ANNE B. LAI
BAC Member

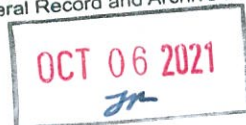
JERICSON H. ARCEO
Provisional BAC Member

MEDARDO G. MACARAIG
Representative of the End-user

Approved:
By the Authority of the Secretary of Foreign Affairs:

ERNESTO C. ABELLA
Undersecretary for Strategic Communication and Research
and Head of the Procuring Entity

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


LUIS R. REBAGODA
Signing Officer

BAC Secretariat:

Head: A.C. Malasig: 

L.D. Blanco: 

M.J. Tobias: 



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

NOTICE OF AWARD

17 June 2021

Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the DFA as contained in its Resolution No. NTC – 34 – 21 dated 17 June 2021, the Department is awarding the contract for the Emergency Procurement for the **Diplomatic Pouch Services from 01 July to 30 September 2021** to **BLUE CHIP MARKETING** in the total amount of **Twelve Million Ten Thousand Pesos (PhP 12,010,000.00)** only, including taxes and other lawful charges.

You are hereby required to provide, within ten (10) calendar days from receipt of this Notice of Award, to enter and sign a Contract, pursuant to Sections 37 of the revised IRR of RA 9184. Failure to sign the contract within the prescribed period shall constitute sufficient ground for the cancellation of the award.

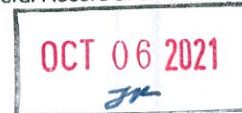
Very truly yours,


ERNESTO C. ABELLA

Undersecretary for Strategic Communication
and Research and Head of the Procuring Entity

MR. WILLIAM N. BATAK
Authorized Representative
BLUE CHIP MARKETING
1441 Dagupan St., Corner Coral St.,
Tondo, Manila

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General Record and Archive Division



LUIS R. REBAGODA
Signing Officer



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

NOTICE TO PROCEED

17 June 2021

Sir:

Please be informed that, pursuant to the Notice of Award dated 17 June 2021, signed by the Undersecretary and Head of the Procuring Entity, **BLUE CHIP MARKETING** is hereby given this Notice to Proceed for the **Diplomatic Pouch Services from 01 July to 30 September 2021** in the total amount of **Twelve Million Ten Thousand Pesos only (PhP 12,010,000.00)**, inclusive of all taxes and other lawful charges.

This Notice is issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act of 2003" and shall take effect upon receipt hereof.

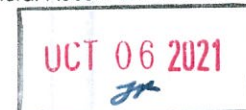
Very truly yours,

ERNESTO C. ABELLA

Undersecretary for Strategic Communication
and Research and Head of the Procuring Entity

MR. WILLIAM N. BATAK
Authorized Representative
BLUE CHIP MARKETING
1441 Dagupan St., Corner Coral St.,
Tondo, Manila

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General Record and Archive Division



LUIS R. REBAGODA
Signing Officer



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

OAMSS-GRAD-2021-06-002

EXTREMELY URGENT

MEMORANDUM

FOR : THE UNDERSECRETARY FOR STRATEGIC COMMUNICATIONS
AND RESEARCH, AND HEAD OF PROCURING ENTITY

THROUGH : THE CHAIRPERSON, BAC
THE ASSISTANT SECRETARY, OFMS

ATTN : THE DIRECTOR, OFMS-BUDGET DIVISION

FROM : 
MEDARDO G. MACARAIG
Assistant Secretary

SUBJECT : OAMSS Supplemental PPMP CY 2021 – Diplomatic Pouch
Services 2021

DATE : 09 June 2021

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DEPARTMENT OF FOREIGN AFFAIRS
General Record and Archive Division

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LUIS R. REBAGODA
Signing Officer

In line with the need to ensure that the Department's Diplomatic Pouch Service is available and continuous from July to September 2021, OAMSS requests the approval of the attached OAMSS Supplemental PPMP CY 2021 indicating the following changes:

TO		From	
Particular	Amount (PHP)	Particular	Amount(PHP)
Postage and Courier Services (5020501000) Diplomatic Pouch Services July to September 2021	12,010,000.00	Postage and Courier Services (5020501000) Diplomatic Pouch Services April to Dec 2021	9,810,000.00
		Postage and Courier Services (5020501000) Postage Stamps	200,000.00
		Postage and Courier Services (5020501000) Local courier (Metro Manila)	2,000,000.00
Total	12,010,000.00	Total	12,010,000.00

It may be recalled that this Office has undergone several emergency procurements for the Department's Diplomatic Pouch Services in order to ensure that services are not disrupted and delivery of consular and diplomatic forms, supplies and equipment are continuous.

For the Undersecretary and Head of Procuring Entity's consideration

APPROVED

DISAPPROVED


ERNESTO C. ABELLA
Undersecretary and Head of Procuring Entity

OFMS interposes no objection to OAMSS's request for Supplemental PPMP for the Diplomatic Pouch service of the Department for July to September 2021, chargeable against OAMSS's available FY 2021 MOOE and subject to existing budgetary, accounting, auditing and government procurement regulations.

OFMS refers to OAMSS and BAC on the changes/updates



DEPARTMENT OF FOREIGN AFFAIRS -
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

OAMSS-GRAD-2021-06-002


EXTREMELY URGENT

MEMORANDUM

FOR : THE UNDERSECRETARY FOR STRATEGIC COMMUNICATIONS
AND RESEARCH, AND HEAD OF PROCURING ENTITY

THROUGH : THE CHAIRPERSON, BAC
THE ASSISTANT SECRETARY, OFMS

ATTN : THE DIRECTOR, OFMS-BUDGET DIVISION

FROM : 
MEDARDO G. MACARAIG
Assistant Secretary

SUBJECT : OAMSS Supplemental PPMP CY 2021 – Diplomatic Pouch
Services 2021

DATE : 09 June 2021

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For the Undersecretary and Head of Procuring Entity's consideration

APPROVED () DISAPPROVED


ERNESTO C. ABELLA
Undersecretary and Head of Procuring Entity

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General Record and Archive Division

OCT 06 2021


LUIS R. REBAGODA
Signing Officer

DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Blvd., Pasay City, Philippines

2021

Support Services

Program/Project	Specification	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Country/Size	Breakdown amount	Estimated Budget base on NIEP	Obligated	Incurred but not yet Obligated	Balance	Schedule Measure of Activities												REMARKS			
										Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
					P 563,000.00 P 2,059,000.00	P 2,622,000.00		For Monitoring Purposes																	
	Training of QAMISS Personnel, Engineering technical seminar, project management training, program management seminar and archival seminar		A-10-A, SVP Negotiated	1 lot	P 150,000.00	P 150,000.00																			
	MITHI - Training of ICT Personnel		A-10-A, SVP Negotiated	1 lot	P 2,000,000.00	P 2,000,000.00																		Reallocate P1,000,000.00 to Consultancy Services (5021103500), Data Privacy Phase 3	
	FA forms No. 51 (official receipt)		A-10-A	1	P 1,000,000.00	P 1,000,000.00																			
	FA forms No. 59 (Official receipt abroad)		A-10-A	1	P 1,066,000.00	P 1,066,000.00																			
	Office supplies / part A of APP-CSE		A-10-A	1	P 2,182,000.00	P 2,182,000.00																			
	Office supplies, part B of APP-CSE		SVP	1	P 7,084,000.00	P 7,084,000.00																			
	Philippine National Flag, 3x3m size, International Flags	Yes	Public Bidding	1	P 4,000,000.00	P 11,354,000.00																			
	Christmas Decor		SVP	1	P 300,000.00	P 300,000.00																			
	Office vehicle and generator set		SVP	1	P 3,359,000.00	P 3,359,000.00																			
	Water Supply	Yes	Negotiated	1	P 9,445,000.00	P 9,445,000.00																			
	Drinking water	Yes	Public Bidding	1	P 2,000,000.00	P 2,000,000.00																			
	Electric Supply	Yes	Negotiated	1	P 46,440,000.00	P 46,440,000.00																			
	Diplomatic Pouch Services Jan - March 2021	Yes	Emergency Procurement	1	P 13,000,000.00	P 13,000,000.00																			
	Diplomatic Pouch Services April to Dec 2021		Public Bidding	1	P 13,000,000.00	P 26,000,000.00																			
	Postage Stamps	Yes	A-10-A	1																					
	Local courier (Metro Manila)	Yes	Public Bidding	1																					
	Assistant Secretary, landline/mobile	Yes	SVP	1	P 117,000.00	P 117,000.00																			
	Exec-Director, landline / mobile	Yes	SVP	1	P 100,000.00	P 100,000.00																			
	MITHI DFA CRP - Pre paid mobile	Yes	SVP	1	P 500,000.00	P 3,507,000.00																			
	MITHI Office Prod - Mobile LTE	Yes	SVP	1	P 2,950,000.00	P 2,950,000.00																			
	Landline Subscription	Yes	Negotiated	1	P 2,802,000.00	P 2,802,000.00																			
	MITHI Office Prod-New/Lease Building Landline		Negotiated	1	P 9,365,000.00	P 12,067,000.00																			
	MITHI DFA CRP-Additional Landline		Negotiated	1	P 1,000,000.00	P 1,000,000.00																			
	Primary Internet Service and other services		Negotiated / SVP	1	P 3,100,000.00	P 3,100,000.00																			
	Secondary Internet Services		Negotiated / SVP	1	P 5,000,000.00	P 5,000,000.00																			
	MITHI Office Prod - Email Management services		Public Bidding / SVP	1	P 13,190,000.00	P 13,190,000.00																			
	MITHI DFA CRP - Email Vault Services		Public Bidding / SVP	1	P																				
	Primary Internet services and other services-new building		Negotiated / SVP	1	P 4,000,000.00	P 30,329,000.00																			
	Leased Line DFA - Home Office to DFA New Building		Public Bidding / SVP	1	P 1,000,000.00	P 1,000,000.00																			

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OCT 06 2021

LUIS R. REBAGODA
Signing Officer

Program/Project	Specification	Is this an Entry Procurement Activity? (Yes/No)	Mode of Procurement	Country/Size	Breakdown amount	Estimated Budget Base on NEP	Obligated	Injured but not yet Obligated	Balance	Special Measure of Activities												REMARKS
										Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Leased Line: DFA Home Office to DFA New Building			Public Bidding Negotiated / SYP	1	P 1,000,000.00					X	X	X	X	X	X	X	X	X	X	X	X	
Leased Line: DFA New Building to DFA-ASEANA			Public Bidding Negotiated / SYP	1	P 1,000,000.00					X	X	X	X	X	X	X	X	X	X	X	X	
Advance Security Solutions			Public Bidding Negotiated / SYP	1	P 3,569,000.00					X	X	X	X	X	X	X	X	X	X	X	X	
Software Development Tool			Public Bidding Negotiated / SYP	1	P 5,000,000.00					X	X	X	X	X	X	X	X	X	X	X	X	
MITHI Office Prod - Cable Management			Public Bidding Negotiated / SYP	1	P 805,000.00	P 12,371,300.00				X	X	X	X	X	X	X	X	X	X	X	X	
MITHI DFA CIPF - Cable Upgrade			Public Bidding Negotiated / SYP	1	P 500,000.00																	
Engagement of Contract of Service Personnel			Negotiated	1	P 132,000.00	P 132,000.00																
Additional Contract of Service Personnel			Negotiated	1	P 3,500,000.00	P 3,500,000.00																
Engagement of Speakers			Negotiated	1	P 26,000.00	P 26,000.00																
Plant Control and Plant Maintenance		Yes	Public Bidding	1	P 1,700,000.00	P 1,700,000.00																
Procurement of Janitorial Services Jan - Dec 2021			Public Bidding	1	P 49,322,979.57					X	X	X	X	X	X	X	X	X	X	X	X	
Emergency Procurement of Janitorial Services			Emergency Procurement	1	P 5,427,329.43	P 55,450,309.00				X	X	X	X	X	X	X	X	X	X	X	X	
Procurement of Security Services		Yes	Public Bidding	1	P 93,451,300.00	P 93,451,300.00				X	X	X	X	X	X	X	X	X	X	X	X	
Librarians and repair			SYP	1	P 370,000.00	P 370,000.00				X	X	X	X	X	X	X	X	X	X	X	X	
MITHI Office Prod - Cisco-Meraki warranty			Public Bidding/ Negotiated/ Direct Contracting	1	P					X	X	X	X	X	X	X	X	X	X	X	X	
MITHI Office Prod - Hyperlink and Network Switches warranty			Public Bidding/ Negotiated/ Direct Contracting	1	P 7,000,000.00	P 9,000,000.00				X	X	X	X	X	X	X	X	X	X	X	X	
MITHI DFA CIPF - DFA Server UPS Repair			Public Bidding/ Negotiated/ Direct Contracting	1	P 2,000,000.00					X	X	X	X	X	X	X	X	X	X	X	X	
Procurement of electronic motor various sizes			SYP	1	P	P 750,000.00				X	X	X	X	X	X	X	X	X	X	X	X	
Preventive Maintenance Services and Air-conditioning system DFA main Bldg and OCA-ASEANA		Yes	Public Bidding	1	P 5,325,200.00	P 15,325,200.00				X	X	X	X	X	X	X	X	X	X	X	X	
Maintenance services including part of elevator @main bldg			Negotiated procurement	1	P 900,000.00					X	X	X	X	X	X	X	X	X	X	X	X	
Maintenance services including replacement of part of elevator @ southwing annex			Negotiated procurement	1	P 500,000.00					X	X	X	X	X	X	X	X	X	X	X	X	
Maintenance services including replacement of elevator and escalator @ OCA-ASEANA bldg			Negotiated procurement	1	P 700,000.00	P 3,023,024.37				X	X	X	X	X	X	X	X	X	X	X	X	

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Program/Project	Specification	Is it an Early Procurement Authority (yes/no)	Mode of Procurement	Quantity/Size	Breakdown amount	Estimated Budget base on NEP	Obligated	Incurred but not yet Obligated	Balance	Schedule/Release of Payments												REMARKS
										Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
										✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Support Services																						
Repair and rehabilitation of lift station			SVP	1	P 320,000.00					✓	✓	✓	✓	✓	✓							
Rehabilitation and safety upgrade of one (1) main old elevator (Mitsubishi)			Negotiated procurement	1	P 3,024.37					✓	✓	✓	✓	✓	✓							
Periodic maintenance services of two (2) CAT generator sets			SVP	1	P 1,000,000.00					✓	✓	✓	✓	✓	✓							
Vehicle Equipment																						
Official vehicle of DFA			SVP	1	P 170,000.00	P 170,000.00																
Repair of Lease Transportation Equipment			SVP	1	P 443,000.00	P 443,000.00																
Procurement of Official Vehicles			Auto-A	1 lot	P 1,000,000.00	P 1,000,000.00																
DFA Main Building and DFA Alabara Building			Auto-A	1	P 2,791,000.00	P 2,791,000.00													Reassigned P1,000,000.00 to Other Professional Services - Employment of Contracted Service Personnel (50% - 199000), Reassigned 500,000 to Medical Demand Responders (Medical Officers - 1600950000)			
Insurance of Official Vehicles																						
Insurance of Official Vehicles			Auto-A	1 lot	P 310,000.00	P 310,000.00				✓	✓	✓	✓	✓	✓							
DFA Renovation Project																						
DFA Renovation Project		Yes	Bidding	1	P 292,225,000.00	P 292,225,000.00				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Photocopy		Yes	Bidding	1	P 5,755,000.00	P 5,755,000.00				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Ventilation exhaust blower		Yes	SVP	1	P 2,500,000.00	P 2,500,000.00				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Industrial motor			SVP	1	P 977,000.00	P 977,000.00				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Generator set			SVP	1	P 650,000.00	P 650,000.00				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Service suction equipment			SVP	1	P 300,000.00	P 300,000.00				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Service equipment			SVP	1	P 300,000.00	P 300,000.00				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Archives submittal			SVP	1	P 900,000.00	P 900,000.00				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Leases of ICT Equipment		Yes	Public Bidding	1	P 4,250,000.00	P 4,250,000.00				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
MTH/DFA CIRP - Secura Socket Layer/SSL Certificate W/licord																						
MTH/DFA CIRP - Secura Socket Layer/SSL Certificate W/licord			Negotiated	1	P 40,000.00					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
MTH/DFA CIRP - Adobe Software Subscriptions																						
MTH/DFA CIRP - Adobe Software Subscriptions			Negotiated	1	P 540,000.00					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
MTH/DFA CIRP - Deep discovery Inspector, Deep Security and Lipping																						
MTH/DFA CIRP - Deep discovery Inspector, Deep Security and Lipping			Negotiated	1	P 9,600,000.00					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
MTH/DFA CIRP - GSC/CASE																						
MTH/DFA CIRP - GSC/CASE			Negotiated	1	P 2,131,000.00					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
MTH/DFA CIRP - APE/CORRE																						
MTH/DFA CIRP - APE/CORRE			Negotiated	1	P 1,285,000.00					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
International and Local Newspaper																						
International and Local Newspaper			Early procurement		P 101,000.00					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
					Sub-Total	P 380,514,324.37				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
MTH/DFA CIRP - Procurement of Endpoints																						
MTH/DFA CIRP - Procurement of Endpoints			Public Bidding	1	P 8,000,000.00					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Building Fund Project																						
Building Fund Project					P 552,754,000.00					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Building Fund Project					P 295,591,000.00					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
DFA Renovation Project					P 443,371,000.00					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
					Sub-Total	P 1,376,246,000.00				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
					TOTAL	P 2,036,750,224.37				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
SY 2020																						

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Signing Officer

Program/Project	Specification	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Quantity/Size	Breakdown amount	Estimated Budget base on NEP	Obligated	Incurred but not yet Obligated	Balance	Schedule/Measure of Activities												REMARKS		
										Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
	Procurement of one (1) unit of Motor Vehicle for the Secretary of Foreign Affairs		Public Bidding	1	P 1,300,000.00	P 1,300,000.00																		
	Renewal of the Cisco Meraki Licenses		Public Bidding Direct Contracting	1	P 19,259,000.00	P 19,259,000.00																		SF: 5021306003 MIT-H: Office Prod - Cisco Meraki Warranty (1,000,000.00) and 5021305003 MIT-H: Office Prod - Hyperflex and Network Services Warranty (1,29,000.00)
	Upgrading of Electrical Appliance for OCA Access Building		SVP	1	P 740,000.00	P 740,000.00																		SF: 5021304001 Repair and Maintenance-Bldg and other structures - RAM Buildings (Renovation and safety upgrade of one (1) main building elevator-Hibachi)
	Strengthening and Cleaning Services for DFA Main and Access Building Sewage Treatment Plant and Sefic Tank		SVP	1	P 75,000.00	P 75,000.00																		SF: 5021304001 Repair and Maintenance-Bldg and other structures - RAM Buildings (Renovation and safety upgrade of one (1) main building elevator-Hibachi)
	Autodesk AutoCAD Annual Subscription		Public Bidding Direct Contracting	1	P 1,000,000.00	P 1,000,000.00																		SF: 5021304001 Repair and Maintenance-Bldg and other structures - RAM Buildings (Renovation and safety upgrade of one (1) main building elevator-Hibachi)
	Renovation of Storm Drainage of the DFA Main Building		SVP	1	P 200,000.00	P 200,000.00																		SF: 5021304001 Repair and Maintenance-Bldg and other structures - RAM Buildings (Renovation and safety upgrade of one (1) main building elevator-Hibachi)
	Renewal of 30cm Licenses		SVP	1	P 535,000.00	P 535,000.00																		SF: 5025907001 Subscription Expenses - IT- Software Subscription MIT-H: DFA CRP - Cisco ISE
	MIT-H: Office Prod - Email Management Services		Public Bidding Direct Contracting	1	P 1,000,000.00	P 1,000,000.00																		SF: 5025907001 Communication Services - Internet Subscriptions MIT-H: DFA CRP - Email Fault Services

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**DIPLOMATIC POUCH SERVICES OF
THE DEPARTMENT OF FOREIGN AFFAIRS**

I.	<p>BACKGROUND</p> <p>The Department of Foreign Affairs as the lead agency in the implementation of the Philippines' foreign policy maintains a global presence to serve the country's interests through various missions, embassies, and consulates abroad.</p> <p>The DFA needs a reliable courier service as part of its continuous and regular transmittal of important correspondence, official documents, parcels, and other items among and between the Home Office and its Foreign Service Posts, via the diplomatic pouch.</p>	
II.	<p>OBJECTIVES</p> <p>Secure reliable courier services for the continuous and regular delivery of various documents, official correspondence, and shipment of parcels, cargo and various items between the DFA and various Foreign Service Posts.</p>	
III.	<p>SCOPE OF WORK</p>	<p align="center">Statement of Compliance</p>
A.	<p>The Contractor shall:</p>	
	<ol style="list-style-type: none"> 1. Provide door-to-door delivery of diplomatic pouch, parcels and cargo from the Department to the various Foreign Services Posts (FSPs) including FSPs to be opened and not indicated in the Diplomatic Pouch Outgoing Schedule (Annex A); <p>The schedule of newly opened FSP(s) shall be clustered with FSPs of the same region.</p> 2. Provide services for unscheduled or special outgoing diplomatic pouch, when needed, within short notice, anytime during weekdays, weekends or holidays, at the contracted rate; 3. Provide sub-accounts for various Offices of the Department, upon request of the end-user, for the utilization of Special Pouch Services; 4. Provide reports to the Department regularly as to the status of all shipments and shall have an online tracking system; 5. Submit formal written report, whenever necessary, detailing the circumstances in case any items for shipment to the events stated, but not limited to, damage to pouch bags, broken seals, incomplete pouch count, misrouted pouch, incidence of tampering of the seals and locks of diplomatic pouches. 	<p align="center">COMPLY</p> <p align="center">COMPLY</p> <p align="center">COMPLY</p> <p align="center">COMPLY</p> <p align="center">COMPLY</p>
	<p>The formal written report must be submitted to OAMSS-GRAD, within three (3) calendar days upon discovery of the incident;</p> <ol style="list-style-type: none"> 6. Provide and install the following equipment and software in the area designated by the DFA: 	<p align="center">COMPLY</p>

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- One (1) Desktop Computer (minimum specifications: Intel i5 processor; 500 Gb HDD, DVD R/RW, 18.5" LED Monitor, QWERTY Keyboard, Optical Mouse, and UPS);
- Licensed versions of Microsoft Windows 10, Microsoft Office 2016 and Adobe Acrobat XI Pro (1year subscription) should be installed in the desktop computer;
- Printer and supply of ink for the duration of the contract; and
- One (1) manual weighing scale certified by Department of Science and Technology – Industrial Technology Development Institute (DOST-ITDI) with a minimum capacity of one hundred twenty kilos (120kgs.).

COMPLY
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COMPLY
COMPLY

The aforementioned equipment, software, and services shall be used for direct communications/coordination between the Contractor and the Department (to include the Foreign Service Post) and for accomplishing tasks related to the services being provided by the Contractor. Internet connectivity shall be provided by the Department;

7. In case of retrofitting of the DFA Main Building commencing during the effectivity of the Contract, the Contractor shall relocate its services to the location assigned by the Department.
8. Establish an exclusive online monitoring system within the Pouch Section of the Office of Asset Management and Support Services – General Records and Archives Division (OAMSS-GRAD);
9. Assign at least one (1) representative present at the Department from 8:00 a.m. to 5:00 p.m. to the Pouch Section to ensure close coordination and smooth implementation of the contract;
10. Compute the shipment rate based on the actual weight of outgoing diplomatic pouches;
11. Clearly indicate the price per kilogram for every destination in accordance with the Bid Rate Sheet in Annex B. The financial component of the bid shall be in Philippine Pesos and shall take into consideration any customs and duties applicable in the respective FSPs;
12. Provide rates for proposed FSPs to be opened for reference indicated in Annex B;
13. Provide a list showing its office addresses in countries where the FSPs are located;

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The Contractor shall provide the Department with brand new pouch bags of strong materials and with waterproof lining in the following quantity and sizes:

Pouch Bag Size	Measurement	Quantity
Extra Large	36" x 25"	50 pieces
Large	29" x 28"	50 pieces

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Medium	29" x 24"	50 pieces
Small	25" x 21"	50 pieces

COMPLY

The Pouch bag's specifications shall be approved by the Department. The Contractor shall likewise provide 500 pieces of durable pouch locks.

The Contractor shall also provide durable and clear plastics to seal every box containing e-passports and other sensitive documents for protection from any water or liquid damage.

All pouch bags and paraphernalia provided shall become the property of the Department upon completion of the Contract.

The Contractor shall provide pouch bag samples during the Post-Qualification Conference.

15. The Contractor shall allow the Department to offset documents and parcels of over-utilized against under-utilized days.

COMPLY

B.

Contractor's Obligation

1. The Contractor's international network of offices shall be adequately and properly equipped to ensure the shortest possible transit time for deliveries as follows:

International Shipments	Transit Time
Asia	2 – 6 calendar days from date of pick-up
America, Australia, Europe, Middle East and Africa	2 – 7 calendar days from date of pick-up

COMPLY

2. The Contractor shall regularly and expeditiously pick-up the outbound diplomatic pouches from Basement 1 OAMSS – GRAD, Pouch Section, Mondays to Fridays between 3:00 pm to 5:00 pm.

COMPLY

The Contractor shall abide by the comprehensive schedule of pick-up of diplomatic pouches, parcels and cargo in the Outgoing Diplomatic Pouch Schedule provided in **Annex A**.

3. In case of delayed deliveries of the diplomatic pouches, parcels and cargo, as well as delay of pick-up of out-bound pouches, the amount of one tenth (1/10) of one percent (1%) of the shipment cost per day of delay, or one tenth (1/10) of one percent (1%) of shipment cost per hour of delay of pick-up shall be deducted from the corresponding monthly invoice.

COMPLY

4. The Contractor has five (5) calendar days, starting from the end of the agreed Transit Time, to locate missing shipments. Items not found during this grace period shall be considered lost.

COMPLY

In addition to the General Conditions of Contract (GCC) Clause 21, if the damages or incidence of missing shipments are attributable either to the fault or negligence of the Contractor, the Department

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	<p>shall be reimbursed the production, manufacturing, or reconstruction cost of the damaged or lost items.</p> <p>In case the items are found after the five (5)-calendar day grace period lapsed, the Contractor shall still be required to deliver them to the appropriate recipient at no expense to the Department.</p> <p>5. Any penalties incurred totaling ten percent (10%) of the contract price shall be grounds for the termination of the contract and forfeiture of the Performance Bond.</p>	<p>COMPLY</p> <p>COMPLY</p>
C.	<p>Contractor's Qualification The Contractor shall:</p> <ol style="list-style-type: none"> 1. Comply with all relevant provisions of the Vienna Convention on Diplomatic and Consular Relations pertaining to the treatment of diplomatic pouches and other applicable security regulations and laws regarding pick-up and delivery of diplomatic pouch, parcels and cargo from the Department to FSPs; 2. Have a representation in each of the countries/jurisdiction provided in Annex A; and 3. Have at least six (6) months experience in handling Diplomatic Pouch. 	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
D.	<p>Subcontracting</p> <ol style="list-style-type: none"> 1. Subcontracting shall be allowed for the duration of the agreement. 2. The Contractor shall submit a list of its subcontracting parties, indicating the name of the company, address, representative and contact details. 3. Subcontracting shall not relieve the Contractor of any liability or obligation under this agreement. The Contractor will be responsible for the acts, defaults, and negligence of any subcontractor, its agents or personnel as fully as if these were the Contractors' own acts, defaults, or negligence, or those of its personnel. 	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
IV.	<p>Confidentiality Clause</p> <ol style="list-style-type: none"> 1. The Contractor shall not disclose any information accessed, through the use of its services, in relation to the official functions, operations and properties/documents of the Department or personal information of Department personnel without prior consent from the Department through OAMSS-GRAD. 2. The Contractor shall immediately inform the OAMSS-GRAD of breaches, or other form of cyber threats/activities that affect its general courier services that may contribute to disclosure of any 	<p>COMPLY</p> <p>COMPLY</p>

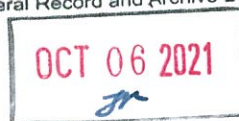
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	<p>3. confidential information of the Department.</p> <p>4. Failure to comply with the confidentiality clause shall be subject to penalties provision of Republic Act No. 10173 – Data Privacy Act of 2012 and all other relevant existing rules and regulations.</p>	<p>COMPLY</p> <p>COMPLY</p>
V.	Duration	
	The duration of the contract shall be from 01 July to 30 September 2021.	COMPLY
VI.	Payment	
	<p>1. The Contractor shall submit monthly billings on the first week of the following month in the prescribed format and order as agreed upon with OAMSS-GRAD.</p> <p>2. Monthly billings supported with pertinent documents shall be submitted to OAMSS and OFMS in a consolidated manner by the Contractor including soft copy of summary airway bill/billings/etc., as applicable.</p> <p>3. The Contractor shall submit separate billings, together with supporting documents such as airway bills/billings/ etc., for Special Pouch Services utilized by the Department.</p> <p>4. The Contractor shall be paid within thirty (30) working days upon the submission and receipt of the invoice and complete supporting documents to OFMS-FRMD through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>5. Upon receipt of payment, the Contractor shall furnish an original and copy of Official Receipt to OFMS-FRMD and OAMSS-GRAD, respectively, along with the monthly Invoice and breakdown of Airway Bills.</p> <p>6. All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>

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WILLIAM N. BATAc
BLUE CHIP MARKETING

ANNEX A

DIPLOMATIC POUCH OUTGOING SCHEDULE

MONDAY		
ATHENS	DUBLIN*	PARIS
BARCELONA	FRANKFURT	STOCKHOLM
BERLIN	GENEVA	THE HAGUE
BERNE	LONDON	ROME
BRASILIA	LISBON	VATICAN
BRUSSELS	MADRID	VIENNA
BUDAPEST	MILAN	WARSAW
COPENHAGEN	OSLO	
TUESDAY		
BANGKOK	KUALA LUMPUR	SEOUL
BRUNEI	MANADO	SINGAPORE
CANBERRA	MELBOURNE	SYDNEY
DILI	NAGOYA	TAIPEI
HANOI	NEW DELHI	TOKYO
JAKARTA PE	OSAKA	WELLINGTON
JAKARTA PM	PHNOM PENH	YANGON
KOROR*	PORT MORESBY	
WEDNESDAY		
AGANA	LOS ANGELES	SAN FRANCISCO
CALGARY	MEXICO	TORONTO
CHICAGO	NEW YORK	VANCOUVER
HONOLULU	OTTAWA	WASHINGTON DC
HOUSTON		
THURSDAY		
ABU DHABI	DAMASCUS	KUWAIT
AMMAN	DOHA	MANAMA
ADDIS ABABA*	DUBAI	MUSCAT
BAGHDAD	ISLAMABAD	RIYADH
BEIRUT	JEDDAH	TEHRAN
CAIRO		
FRIDAY		
ABUJA	HONG KONG	PRETORIA
ALMATY*	GUANGZHOU	RABAT*
ANKARA	HAVANA	SANTIAGO
ASTANA*	ISTANBUL	SHANGHAI
BEIJING	MACAU	TEL-AVIV
BOGOTA*	MOSCOW	TRIPOLI
BUENOS AIRES	NAIROBI	VIENTIANE
CHONGQING	PRAGUE	XIAMEN
DHAKA		

* Foreign Service Posts to be opened/reopened CY 2021

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[Signature]



1441 DAGUPAN STREET, CORNER CORAL STREET, BARANGAY 051
 ZONE 04 DISTRICT 1, TONDO, MANILA
 TEL NO. (063)917 530 4328, bluechiptextile@yahoo.com

Department of Foreign Affairs
 2330 Roxas Boulevard,
 Pasay City, Philippines

Gentlemen:

Respectfully submitting the Price Quotation of BLUE CHIP MARKETING, for the procurement project, Emergency procurement of the Department of Foreign Affairs Diplomatic Pouch Services for the month of July to September 2021

**BID RATE SHEET
 JULY TO SEPTEMBER 2021**

Destination	A	B	C	D No. of Shipments for JULY TO SEPT., 2021	B x C x D Total
	Weight Range	Max Weight	Price per Kilo		
Athens, Greece	0.5 - 10.00	10	740.05	5	37,002.50
	10.5 - 20.00	20	530.24	8	84,838.40
	20.5 to above	50	530.24		0.00
Barcelona, Spain	0.5 - 10.00	10	740.05	5	37,002.50
	10.5 - 20.00	20	530.24	8	84,838.40
	20.5 to above	50	530.24		0.00
Berlin, Germany	0.5 - 10.00	10	857.32	5	42,866.00
	10.5 - 20.00	20	647.56	8	103,609.60
	20.5 to above	50	647.56		0.00
Berne, Switzerland	0.5 - 10.00	10	854.60	5	42,730.00
	10.5 - 20.00	20	651.17	8	104,187.20
	20.5 to above	50	651.17		0.00
Brasilia, Brazil	0.5 - 10.00	10	1,363.10	6	81,786.00
	10.5 - 20.00	20	994.12	7	139,176.80
	20.5 to above	50	994.12		0.00
Brussels, Belgium	0.5 - 10.00	10	857.32	6	51,439.20
	10.50 - 20.00	20	651.17	7	91,163.80
	20.5 to above	50	651.17		0.00

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Budapest, Hungary	0.5 - 10.00	10	740.05	5	37,002.50
	10.50 - 20.00	20	530.24	8	84,838.40
	20.5 to above	50	530.24		0.00
Copenhagen, Denmark	0.5 - 10.00	10	740.05	5	37,002.50
	10.5 - 20.00	20	530.24	8	84,838.40
	20.5 to above	50	530.24		0.00
Frankfurt, Germany	0.5 - 10.00	10	857.32	5	42,866.00
	10.00 - 20.00	20	647.56	8	103,609.60
	20.5 to above	50	647.56		0.00
Geneva, Switzerland	0.5 - 10.00	10	857.32	5	42,866.00
	10.5 - 20.00	20	651.17	8	104,187.20
	20.5 to above	50	651.17		0.00
London, United Kingdom	0.5 - 10.00	10	857.32	5	42,866.00
	10.5 - 20.00	20	647.56	8	103,609.60
	20.5 to above	50	647.56		0.00
Lisbon, Portugal	0.5 - 10.00	10	740.05	5	37,002.50
	10.5 - 20.00	20	647.56	8	103,609.60
	20.5 to above	50	647.56		0.00
Madrid, Spain	0.5 - 10.00	10	740.05	5	37,002.50
	10.5 - 20.00	20	647.56	8	103,609.60
	20.5 to above	50	647.56		0.00
Milan, Italy	0.5 - 10.00	10	742.39		0.00
	10.5 - 20.00	20	586.00	5	58,600.00
	20.5 to above	50	550.00	8	220,000.00
Oslo, Norway	0.5 - 10.00	10	742.39	5	37,119.50
	10.5 - 20.00	20	530.24	5	53,024.00
	20.5 to above	50	530.24		0.00
Paris, France	0.5 - 10.00	10	857.32	5	42,866.00
	10.5 - 20.00	20	647.56	8	103,609.60
	20.5 to above	50	647.56		0.00
Rome, Italy	0.5 - 10.00	10	742.28	5	37,114.00
	10.5 - 20.00	20	651.17	8	104,187.20
	20.5 to above	50	651.17		0.00
Stockholm, Sweden	0.5 - 10.00	10	740.05	5	37,002.50
	10.5 - 20.00	20	530.24	8	84,838.40
	20.5 to above	50	530.24		0.00

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The Hague, Netherlands	0.5 - 10.00	10	857.19	5	42,859.50
	10.5 - 20.00	20	651.17	8	104,187.20
	20.5 to above	50	651.17		0.00
Vatican, Italy	0.5 - 5.00	5	975.77	5	24,394.25
	5.50 - 10.00	10	827.19	8	66,175.20
	10.5 - 20.00	20	651.17		0.00
Vienna, Austria	0.5 - 10.00	10	922.43	5	46,121.50
	10.5 - 20.00	20	530.30	8	84,848.00
	20.5 to above	50	530.30		0.00
Warsaw, Poland	0.5 - 5.00	5	930.47	3	13,957.05
	5.50 - 10.00	10	710.05	5	35,502.50
	10.5 - 20.00	20	530.24	5	53,024.00
	20.5 to above	50	530.24		0.00
Bangkok, Thailand	0.5 - 10.00	10	529.74	5	26,487.00
	10.5 - 20.00	20	380.45	8	60,872.00
	20.5 to above	50	380.64		0.00
Brunei	0.5 - 10.00	10	529.74	5	26,487.00
	10.5 - 20.00	20	400.45	8	64,072.00
	20.5 to above	50	400.45		0.00
Canberra, Australia	0.5 - 10.00	10	838.40	5	41,920.00
	10.5 - 20.00	20	591.78	8	94,684.80
	20.5 to above	50	591.78		0.00
Dili, East Timor	0.5 - 5.00	5	1,120.50	5	28,012.50
	5.50 - 10.00	10	808.40	8	64,672.00
	10.5 - 20.00	20	804.20		0.00
	20.5 to above	50	804.20		0.00
Hanoi, Vietnam	0.5 - 10.00	10	720.15	5	36,007.50
	10.5 - 20.00	20	499.74	8	79,958.40
	20.5 to above	50	499.74		0.00
Jakarta PE, Indonesia	0.5 - 5.00	5	720.15	5	18,003.75
	5.50 - 10.00	10	499.74	5	24,987.00
	10.5 - 20.00	20	380.45	3	22,827.00
	20.5 to above	50	380.45		0.00
Jakarta PM, Indonesia	0.5 - 5.00	5	720.15	5	18,003.75
	5.50 - 10.00	10	499.74	5	24,987.00
	10.5 - 20.00	20	380.45	3	22,827.00
	20.5 to above	50	380.45		0.00

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Kuala Lumpur, Malaysia	0.5 - 10.00	10	529.74		0.00
	10.5 - 20.00	20	380.45	5	38,045.00
	20.5 to above	50	380.45	8	152,180.00
Manado, Indonesia	0.5 - 5.00	5	720.15	5	18,003.75
	5.50 - 10.00	10	499.74	5	24,987.00
	10.5 - 20.00	20	380.45	3	22,827.00
	20.5 to above	50	380.45		0.00
Melbourne, Australia	0.5 - 10.00	10	838.40	5	41,920.00
	10.5 - 20.00	20	591.78	8	94,684.80
	20.5 to above	50	591.78		0.00
Nagoya, Japan	0.5 - 10.00	10	529.74	5	26,487.00
	10.5 - 20.00	20	380.45	5	38,045.00
	20.5 to above	50	380.45	3	57,067.50
New Delhi, India	0.5 - 10.00	10	809.43	5	40,471.50
	10.5 - 20.00	20	580.50	8	92,880.00
	20.5 to above	50	580.50		0.00
Osaka, Japan	0.5 - 10.00	10	529.74		0.00
	10.5 - 20.00	20	380.45	5	38,045.00
	20.5 to above	50	380.45	8	152,180.00
Phnom Penh, Cambodia	0.5 - 5.00	5	990.60	5	24,765.00
	5.50 - 10.00	10	808.40	5	40,420.00
	10.5 - 20.00	20	591.78	3	35,506.80
	20.5 to above	50	591.78		0.00
Port Moresby	0.5 - 5.00	5	1,200.00	5	30,000.00
	5.50 - 10.00	10	1,100.00	5	55,000.00
	10.5 - 20.00	20	1,000.00	3	60,000.00
	20.5 to above	100	1,000.00		0.00
Seoul, South Korea	0.5 - 10.00	10	529.74	7	37,081.80
	10.5 - 20.00	20	380.45	5	38,045.00
	20.5 to above	50	380.45	3	57,067.50
Singapore	0.5 - 10.00	10	408.19		0.00
	10.5 - 20.00	20	278.58	6	33,429.60
	20.5 to above	50	278.58	7	97,503.00
Sydney, Australia	0.5 - 10.00	10	808.40	5	40,420.00
	10.5 - 20.00	20	591.78	8	94,684.80

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	20.5 to above	50	591.78		0.00
Taipei, Taiwan	0.5 - 10.00	10	408.19		0.00
	10.5 - 20.00	20	278.58	14	78,002.40
	20.5 to above	50	278.58		0.00
Tokyo, Japan	0.5 - 10.00	10	529.74		0.00
	10.5 - 20.00	20	380.45	8	60,872.00
	20.5 to above	50	380.45	5	95,112.50
Wellington, New Zealand	0.5 - 10.00	10	808.40	6	48,504.00
	10.5 - 20.00	20	591.78	7	82,849.20
	20.5 to above	50	591.78		0.00
Yangon, Myanmar	0.5 - 5.00	5	690.15	3	10,352.25
	5.5 - 10.00	10	600.00	5	30,000.00
	10.5 - 20.00	20	580.00	5	58,000.00
	20.5 to above	50	580.00		0.00
Agana, Guam	0.5 - 10.00	10	808.40	5	40,420.00
	10.5 - 20.00	20	790.00	8	126,400.00
	20.5 to above	50	790.00		0.00
Calgary, Canada	0.5 - 10.00	10	836.47		0.00
	10.5 - 20.00	20	582.32	8	93,171.20
	20.5 to above	50	542.74	4	108,548.00
Chicago, USA	0.5 - 10.00	10	808.40	5	40,420.00
	10.5 - 20.00	20	582.91	8	93,265.60
	20.5 to above	50	582.91		0.00
Honolulu, USA	0.5 - 10.00	10	808.40	5	40,420.00
	10.5 - 20.00	20	591.78	8	94,684.80
	20.5 to above	50	591.78		0.00
Houston, USA	0.5 - 10.00	10	808.40	5	40,420.00
	10.5 - 20.00	20	582.91	8	93,265.60
	20.5 to above	50	582.91		0.00
Los Angeles, USA	0.5 - 10.00	10	808.40		0.00
	10.5 - 20.00	20	574.62	8	91,939.20
	20.5 to above	50	574.62	5	143,655.00
Mexico	0.5 - 5.00	5	1,024.76		0.00
	5.50 - 10.00	10	768.83	5	38,441.50
	10.5 - 20.00	20	515.81	8	82,529.60
	20.5 to above	50	515.81		0.00
New York, USA	0.5 - 10.00	10	808.40		0.00
	10.5 - 20.00	20	582.91	8	93,265.60
	20.5 to above	50	562.36	5	140,590.00

Ottawa, Canada	0.5 - 10.00	10	798.83	5	39,941.50
	10.5 - 20.00	20	515.81	8	82,529.60
	20.5 to above	50	515.81		0.00
San Francisco, USA	0.5 - 10.00	10	808.40		0.00
	10.5 - 20.00	20	574.62	8	91,939.20
	20.5 to above	50	574.62	5	143,655.00
Toronto, Canada	0.5 - 10.00	10	798.83	5	39,941.50
	10.5 - 20.00	20	515.81	8	82,529.60
	20.5 to above	50	515.81		0.00
Vancouver, Canada	0.5 - 10.00	10	798.83	5	39,941.50
	10.5 - 20.00	20	515.81	5	51,581.00
	20.5 to above	50	515.81		0.00
Washington DC, USA	0.5 - 10.00	10	808.40		0.00
	10.5 - 20.00	20	574.62	5	57,462.00
	20.5 to above	50	574.62	5	143,655.00
Abu Dhabi, UAE	0.5 - 10.00	10	609.30		0.00
	10.5 - 20.00	20	514.62	5	51,462.00
	20.5 to above	50	491.93	5	122,982.50
Amman, Jordan	0.5 - 10.00	10	710.05	5	35,502.50
	10.5 - 20.00	20	596.12	5	59,612.00
	20.5 to above	50	596.12		0.00
Baghdad, Iraq	.5 - 5.00	5	847.25	4	16,945.00
	5.50 - 10.00	10	710.05	4	28,402.00
	10.5 - 20.00	20	530.24	1	10,604.80
	20.5 to above	50	530.24		0.00
Beirut, Lebanon	0.5 - 10.00	10	710.05	5	35,502.50
	10.5 - 20.00	20	530.24	4	42,419.20
	20.5 to above	50	518.93	1	25,946.50
Cairo, Egypt	0.5 - 10.00	10	710.05	5	35,502.50
	10.5 - 20.00	20	530.24	5	53,024.00
	20.5 to above	50	530.24		0.00
Damascus, Syria	0.5 - 10.00	10	710.05	7	49,703.50
	10.5 - 20.00	20	530.24	6	63,628.80
	20.5 to above	50	530.24		0.00
Doha, Qatar	0.5 - 10.00	10	710.05		0.00
	10.5 - 20.00	20	530.24	4	42,419.20
	20.5 to above	50	518.93	5	129,732.50
Dubai, UAE	0.5 - 10.00	10	589.30		0.00

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	10.5 - 20.00	20	492.25	5	49,225.00
	20.5 to above	50	491.93	5	122,982.50
Islamabad, Pakistan	0.5 - 5.00	5	847.25	5	21,181.25
	5.50 - 10.00	10	710.05	3	21,301.50
	10.5 - 20.00	20	530.24	2	21,209.60
	20.5 to above	50	530.24		0.00
Jeddah, Saudi Arabia	0.5 - 10.00	10	589.30		0.00
	10.5 - 20.00	20	492.25	6	59,070.00
	20.5 to above	50	491.93	7	172,175.50
Kuwait, Kuwait	0.5 - 10.00	10	710.05		0.00
	10.5 - 20.00	20	530.24	6	63,628.80
	20.5 to above	50	518.93	7	181,625.50
Manama, Bahrain	0.5 - 10.00	10	710.05	5	35,502.50
	10.5 - 20.00	20	530.24	5	53,024.00
	20.5 to above	50	530.24		0.00
Muscat, Oman	0.5 - 10.00	10	710.05	5	35,502.50
	10.5 - 20.00	20	530.24	5	53,024.00
	20.5 to above	50	530.24		0.00
Riyadh, Saudi Arabia	0.5 - 10.00	10	589.30		0.00
	10.5 - 20.00	20	522.25	6	62,670.00
	20.5 to above	50	491.93	5	122,982.50
Tehran. Iran	.5 - 5.00	5	900.00	3	13,500.00
	5.50 - 10.00	10	900.00	5	45,000.00
	10.5 - 20.00	20	850.00	5	85,000.00
	20.5 to above	50	850.00		0.00
Abuja, Nigeria	.5 - 5.00	5	699.59	5	17,489.75
	5.50 - 10.00	10	589.30	6	35,358.00
	10.5 - 20.00	20	514.62	2	20,584.80
	20.5 to above	100	514.62		0.00
Ankara, Turkey	0.5 - 10.00	10	710.05	5	35,502.50
	10.50 - 20.00	20	530.24	5	53,024.00
	20.5 to above	50	530.24		0.00
Beijing, China	0.5 - 10.00	10	499.74	5	24,987.00
	10.50 - 20.00	20	380.45	5	38,045.00
	20.5 to above	50	380.45		0.00
Buenos Aires, Argentina	.5 - 5.00	5	1,333.10	2	13,331.00
	5.50 - 10.00	10	1,147.36	5	57,368.00

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	10.5 - 20.00	20	994.12	3	59,647.20
	20.5 to above	50	994.12		0.00
Chongqing, China	0.5 - 10.00	10	499.74	5	24,987.00
	10.5 - 20.00	20	380.45	5	38,045.00
	20.5 to above	50	380.45		0.00
Dhaka, Bangladesh	.5 - 5.00	5	900.47	2	9,004.70
	5.50 - 10.00	10	710.05	5	35,502.50
	10.5 - 20.00	20	530.24	3	31,814.40
	20.5 to above	50	530.24		0.00
Hongkong	0.5 - 10.00	10	388.19	2	7,763.80
	10.5 - 20.00	20	278.58	6	33,429.60
	20.5 to above	50	271.51	6	81,453.00
Guangzhou, China	0.5 - 10.00	10	499.74	7	34,981.80
	10.5 - 20.00	20	380.45	5	38,045.00
	20.5 to above	50	380.45		0.00
Istanbul, Turkey	0.5 - 10.00	10	710.05	7	49,703.50
	10.5 - 20.00	20	530.24	5	53,024.00
	20.5 to above	50	530.24		0.00
Macau	0.5 - 10.00	10	465.80	8	37,264.00
	10.5 - 20.00	20	328.05	5	32,805.00
	20.5 to above	50	328.05		0.00
Moscow, Russia	0.5 - 10.00	10	589.30	5	29,465.00
	10.5 - 20.00	20	514.62	5	51,462.00
	20.5 to above	50	514.62		0.00
Nairobi, Kenya	0.5 - 5.00	5	699.59	5	17,489.75
	5.50 - 10.00	10	589.30	5	29,465.00
	10.5 - 20.00	20	514.62	3	30,877.20
	20.5 to above	50	514.62		0.00
Prague, Czech Republic	0.5 - 5.00	5	900.47	5	22,511.75
	5.50 - 10.00	10	710.05	5	35,502.50
	10.5 - 20.00	20	530.24	3	31,814.40
	20.5 to above	50	530.24		0.00
Pretoria, South Africa	0.5 - 5.00	5	1,178.59	5	29,464.75
	5.50 - 10.00	10	589.30	5	29,465.00
	10.5 - 20.00	20	491.93	3	29,515.80
	20.5 to above	50	491.93		0.00
Rabat, Morocco	0.5 - 10.00	10	589.30	5	29,465.00

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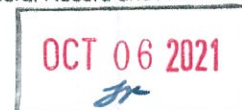
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	10.5 - 20.00	20	514.62	5	51,462.00
	20.5 to above	50	514.62		0.00
Santiago, Chile	0.5 - 5.00	5	1,333.10	6	39,993.00
	5.50 - 10.00	10	1,147.36	4	45,894.40
	10.5 - 20.00	20	994.12	5	99,412.00
	20.5 to above	50	994.12		0.00
Shanghai, China	0.5 - 10.00	10	499.74	9	44,976.60
	10.5 - 20.00	20	380.45	5	38,045.00
	20.5 to above	50	380.45		0.00
Tel-aviv, Israel	0.5 - 10.00	10	710.05	6	42,603.00
	10.5 - 20.00	20	530.24	5	53,024.00
	20.5 to above	50	530.24		0.00
Tripoli, Libya	0.5 - 5.00	5	699.59	4	13,991.80
	5.50 - 10.00	10	589.30	5	29,465.00
	10.5 - 20.00	20	514.62	5	51,462.00
	20.5 to above	50	514.62		0.00
Vientiane, Laos	0.5 - 5.00	5	990.66	3	14,859.90
	5.50 - 10.00	10	808.40	3	24,252.00
	10.5 - 20.00	20	591.78	5	59,178.00
	20.5 to above	50	591.78		0.00
Xiamen, China	0.5 - 10.00	11	499.74	6	32,982.84
	10.5 - 20.00	20	380.45	5	38,045.00
	20.5 to above	50	380.45		0.00
Addis Ababa, Ethiopia	0.5 - 10.00	10	589.30	6	35,358.00
	10.5 - 20.00	20	514.62	5	51,462.00
	20.5 and above	50	514.62		0.00
Nur Sultan, Kazakhstan	0.5 - 10.00	10	589.30	6	35,358.00
	10.5 - 20.00	20	514.62	5	51,462.00
	20.5 and above	50	514.62		0.00
Colombo, Sri Lanka	0.5 - 10.00	11	710.05	3	23,431.65
	10.5-20.00	20	529.79	3	31,787.16
	20.5 and above	50	530.24		0.00
GRAND TOTAL					12,010,000.00


WILLIAM N. BATAC
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UHS R. REBAGODA



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

EXTREMELY URGENT

OFFICE OF FINANCIAL MANAGEMENT SERVICES

MEMORANDUM FOR THE UNDERSECRETARY FOR STRATEGIC COMMUNICATIONS AND RESEARCH, AND HEAD OF PROCURING ENTITY

CC : The Acting Undersecretary, UA
The Chair, BAC
Assistant Secretary, OAMSS

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LR

LUIS R. REBAGODA
Signing Officer

FROM : 
MYLA GRACE RAGENIA C. MACAHILIG
Assistant Secretary

SUBJECT : Emergency Procurement for Diplomatic Pouch Services
(July to September 2021)

DATE : 15 June 2021

With reference to OAMSS memorandum MEMO-828-2021 dated 07 June 2021, OFMS respectfully provides the following comments:

1. It may be recalled that in a memorandum dated 03 June 2021, OFMS noted that the **Agreement for the Emergency Procurement of Diplomatic Pouch Services for the period April to 30 June 2021** was, insofar as price, payment, and other financial-related subjects are concerned, in accordance with accounting and auditing rules and regulations. However, upon further review of the quarterly emergency procurements for this service and recent developments on undertaking emergency procurements, OFMS respectfully expresses its concerns on these transactions.
2. In its 2020 Annual Audit Report on the Office of Civilian Defence (OCD),¹ the Commission on Audit (COA) noted that despite the emergency nature of OCD's negotiated procurements, "reasonableness of the contract costs" need

¹ COA. *Annual Audit Reports - Department of National Defense - Office of Civilian Defense*. June 03, 2021. [https://www.coa.gov.ph/phocadownload/pap/userupload/annual_audit_report/FGAs/2020/National Government Sector/Department of National Defense/OCD_E32020.pdf](https://www.coa.gov.ph/phocadownload/pap/userupload/annual_audit_report/FGAs/2020/National%20Government%20Sector/Department%20of%20National%20Defense/OCD_E32020.pdf)

to be ascertained. As such, each quarterly contract must likewise fulfill the necessary pre-procurement activities, market research, and reportorial requirements amidst its emergency nature.

3. OFMS defers to the BAC Secretariat the applicability of the provisions on negotiated procurements for emergency cases to the above transaction. However, the mission-critical nature of the diplomatic pouch service underscores the need for the service to undergo public bidding and to secure annual contracts.
4. To cover the costs of the July to September 2021 contract, OAMSS will need to seek a supplemental PPMP to augment its remaining funds. With no appropriations left for this purpose for the last quarter of 2021, OAMSS will therefore need to identify savings from its projects. As of 10 June 2021, the utilization rate of OAMSS is still at 12%, as follows:

Particulars	Amount	Utilization
Appropriations (net of travel fund and retrofitting project)	₱416,060,000.00	
Less: Obligations	₱51,249,376.06	12.32%
Balance	₱364,810,623.94	

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LUIS R. REBAGODA
Signing Officer

Based on the above utilization rate, OAMSS can determine the programs/projects/activities that can be used to augment the deficiency in pouch services if OAMSS can facilitate the payment of its other obligations, with a headway of at least 3 months.

5. OAMSS' requests for increased funding were never "unacted," and were instead disapproved by the Department of Budget and Management (DBM) due to limited fiscal space on the years when OAMSS requested such increase, to wit:

Budget Preparation Year	Proposal Name	Amount Proposed	DBM Action
FY 2019 Budget Preparation	Diplomatic Pouch Services	₱70,000,000.00	Disapproved
FY 2020 Budget Preparation	No proposal	None	Not Applicable
FY 2021 Budget Preparation	Expansion of DFA Pouch Services	₱30,000,000.00	Disapproved
FY 2022 Budget Preparation	Expansion of DFA Pouch Services	₱60,000,000.00	Still under evaluation

Please note that OFMS has not received any proposal for fund increase for fiscal years before the FY 2019 Budget Preparation.

6. OAMSS is respectfully advised to adjust the estimated budget for the Diplomatic Pouch on its indicative PPMP to cover the full-year requirement.
7. In view of the above, OFMS respectfully requests from the Undersecretary and/or the Office of the Secretary the assistance to discuss the FY 2022 budget for diplomatic pouch services with DBM to secure the necessary funding and to prevent the quarterly procurement for the said service.

For the Undersecretary's information and consideration.

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LUIS R. REBAGODA
Signing Officer



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS


OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

MEMO-828-2021
EXTREMELY URGENT

MEMORANDUM

FOR : THE UNDERSECRETARY FOR STRATEGIC COMMUNICATIONS AND RESEARCH, AND HEAD OF PROCURING ENTITY

CC : THE ACTING UNDERSECRETARY FOR ADMINISTRATION
THE CHAIR, BAC (ATTENTION: THE BAC SECRETARIAT)
THE ASSISTANT SECRETARY, OFMS

FROM : 
MEDARDO G. MACARAIG
Assistant Secretary

SUBJECT : EMERGENCY PROCUREMENT FOR DIPLOMATIC POUCH SERVICES (JULY TO SEPTEMBER 2021)

DATE : 07 June 2021

In line with the need to ensure that passports, official and consular documents, and parcels are transmitted to all Foreign Service Posts securely and expeditiously, OAMSS had continuously procured Diplomatic Pouch Services for the Department.

However, due to the unacted or disapproved annual requests of this Office for increase in funding for the Department's Diplomatic Pouch Services, the appropriation for the Diplomatic Pouch now has a deficiency of anywhere from P20 Million to P22 Million annually. These increases are due primarily to an increase in unit price per actual / volumetric weight, increase passport quantities, consular-related forms and other official documents, as well as the additional Foreign Service Posts that have to be served.

The appropriation of the Diplomatic Pouch Services has remained at Twenty-Seven Million Five Hundred Twenty-Two Thousand Pesos (PhP27,522,000.00) for several years. Due to factors stated above, the monthly expenses generated by the Diplomatic Pouch has grown to an estimated Thirteen Million Pesos (P13,000,000.00) every quarter.

Unfortunately, due to deficient funds, a request for CAF for only Twelve Million Ten Thousand Pesos (PhP12,010,000.00) has been sent to OFMS.

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LUIS R. REBAGODA
Signing Officer

As the appropriation for the Diplomatic Pouch Services has not increased since 2017, this Office annually realigns/modifies funding from various appropriations to address the deficiency.

However, recent pronouncements of the Secretary of Foreign Affairs have barred the realignment of Travel Fund, which forms the bulk of the realignment of funds for the Diplomatic Pouch budget in previous years.

The Diplomatic Pouch is left with a budget of a measly P27.5 Million, which is enough for only six to seven months of operations.

With a lot of cancelled or scaled-down projects, OAMSS has realigned P11 Million from various MOOE of this Office. The realigned funds came from appropriations for non-mandatory expenses such as Training Expenses, Software Subscription, Repair and Maintenance, etc. which is good for only three (3) months of the Department's Diplomatic Pouch Services.

In order to not disrupt the services of the Diplomatic Pouch, OAMSS is constrained to procure Diplomatic Pouch Services on a quarter by quarter basis under Emergency Procurement, in hope that savings from other projects will provide the much needed funds for the procurement of Diplomatic Pouch services for the next quarter.

The Diplomatic Pouch Service is extremely important in ensuring that passports of Filipinos abroad are delivered on time, consular documents and necessary office supplies are constantly replenished, and various cultural materials are available to Posts.

In this regard, OAMSS requests for the Undersecretary and Head of Procuring Entity's approval to undergo Negotiated Procurement under Emergency Case for the DFA's Diplomatic Pouch Services for the period of 01 July to 30 September 2021.

APPROVED DISAPPROVED

ERNESTO C. ABELLA
Undersecretary, and
Head of Procuring Entity

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OCT 06 2021
JR

LUIS R. REBAGODA
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