

AGREEMENT FOR THE DEPARTMENT OF FOREIGN AFFAIRS' PROCUREMENT OF OUTSOURCED PERSONNEL SERVICES FOR THE OFFICE OF CONSULAR AFFAIRS FOR FISCAL YEAR 2022

KNOW ALL MEN BY THESE PRESENTS:

This Agreement for the Department of Foreign Affairs' (DFA) Procurement of Outsourced Personnel Services for the Office of Consular Affairs (OCA) for FY 2022 (hereinafter, the AGREEMENT), entered into in Pasay City, Philippines, on 01 JAN 2022, 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 for Migrant Workers Affairs and Head of the Procuring Entity (HOPE), **HONORABLE SARAH LOU Y. ARRIOLA**,

and

DBP SERVICE CORPORATION (hereinafter, the CONTRACTOR), a company duly organized and existing under and by virtue of the laws of the Philippines, as evidenced by the submitted Securities and Exchange Commission (SEC) Certificate dated 18 July 1985 (ANNEX "A"), with business address at 2F, Executive Building Center, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City, represented by its President, **MR. RAUL LUIS D. MANALIGOD**, who is duly authorized to enter into this Agreement pursuant to the Secretary's Certificate dated 02 December 2021, copy of which is attached as ANNEX "B" and made an integral part of this AGREEMENT.

PROCURING ENTITY and CONTRACTOR shall be collectively referred to as the PARTIES.

WITNESSETH:

WHEREAS, the PROCURING ENTITY invited bids for the Procurement of Outsourced Personnel Services for the Office of Consular Affairs (OCA) for FY 2022, and has accepted a bid by the CONTRACTOR to provide said services in the amount of **Fifty-One Million Two Hundred Eight Thousand Two Hundred Eighty-Seven Pesos and Ninety-Six Centavos (Php 51,208,287.96)** only, (hereinafter, the Contract Price), inclusive of all applicable taxes and other lawful charges.

WHEREAS, the PARTIES agree that the duration of this AGREEMENT shall be from 01 January 2022 to 31 December 2022;

WHEREAS, this AGREEMENT, undertaken pursuant to BAC Resolution No. (PB) OCA-03-21 dated 01 January 2022 and Notice of Award (ANNEX "C"), complies with the applicable provisions of the Republic Act No. 9184 and its Implementing Rules and Regulations;

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

1. The definitions included in the General and Special Conditions of the Contract (GCC) provided in the Philippine Bidding Documents for Procurement of Goods issued by the Government Procurement Policy Board (GPPB) are deemed incorporated in this AGREEMENT.

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


ANNEX D – Bid Form submitted by the CONTRACTOR
ANNEX E – Certificate of Availability of Funds
ANNEX F – Technical Specifications
ANNEX G – Supplemental/Bid Bulletin No. 1 and 2
ANNEX H – General Conditions of Contract
ANNEX I – Special Conditions of Contract
ANNEX J – Performance Bond / Security

In case of conflict or inconsistencies between or among the provisions of this Agreement and the above annexed documents, the Technical Specifications attached to the Supplemental / Bid Bulletin No. 2 (Annex “G”) shall prevail.

3. The CONTRACTOR shall deliver the services to the PROCURING ENTITY within the period prescribed in the Technical Specifications and Scope of Work (Supplemental Bid/Bulletin No. 2 of Annex “G”).
4. The CONTRACTOR shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Department prior to commencement of the service.
5. For and in consideration of the performance of services, the PROCURING ENTITY shall pay the CONTRACTOR the above-mentioned Contract Price. Parties agree that the terms of payment shall be in accordance with the provisions under Item VII. Terms of Payment of the Technical Specifications in Supplemental / Bid Bulletin No. 2 of Annex G.

IN WITNESS WHEREOF, the Parties through their authorized representatives hereto have signed this AGREEMENT on 01 JAN 2022, in Pasay City, Metro Manila.

For the Procuring Entity:
DEPARTMENT OF FOREIGN AFFAIRS


By: **HON. SARAH LOU Y. ARRIOLA**
Undersecretary for Migrant Workers
Affairs and Head of the Procuring Entity

For the Contractor:
DBP SERVICE CORPORATION


By: **MR. RAUL LUIS D. MANALIGOD**
President
DBP Service Corporation

WITNESSES:


MS. FELISA F. MACARAIG
Chief Accountant, DFA


MR. GERRY A.C. ARELLANO
First Vice-President
DBP Service Corporation


MR. SENEN T. MANGALILE
Assistant Secretary
Office of Consular Affairs, DFA

ACKNOWLEDGEMENT

Republic of the Philippines)
) s.s.

MAKATI CITY

MAY 25 2022

BEFORE ME, a NOTARY PUBLIC for and in the City of Pasay, Philippines, on _____, personally appeared HONORABLE SARAH LOU Y. ARRIOLA, Undersecretary for Migrant Workers Affairs and Head of the Procuring Entity (HOPE) of the Department of Foreign Affairs and MR. RAUL LUIS D. MANALIGOD, President of DBP Service Corporation, known to me to be the same persons who executed the foregoing AGREEMENT FOR THE DEPARTMENT OF FOREIGN AFFAIRS' PROCUREMENT OF OUTSOURCED PERSONNEL SERVICES FOR THE OFFICE OF CONSULAR AFFAIRS FOR FISCAL YEAR 2022 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
SARAH LOU Y. ARRIOLA	PASSPORT NO: D0007888A		
RAUL LUIS D. MANALIGOD	SSS# 33-4092339-4		

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

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Series of 2022

[Signature]
ATTY. JUPITER ROWENA D. ABONDO
 COMMISSION NO. M-127
 NOTARY PUBLIC FOR MAKATI CITY
 Until 31 Dec 2022
 JUSTICE LAW Consultancy Office & Services
 +63907.4444.679; +6328.544.0955; +6392777.8.444.0
 Unit 206 2/F No. 78-80 Villa Building
 Jupiter cor Polaris Sts., Bel-Air 1209 Makati City
 Roll No. 59591, 19 Apr 2011
 PTR No. VC 7684023, 03 Jan 2022, Valenzuela City
 IBP OR No. 170491, 16 Dec 2021, Dues for Year 2022
 MCLE Compliance No. VII-00619 until 14 Apr 2025

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