

**AGREEMENT FOR THE PROCUREMENT OF RENEWAL OF EMAIL MANAGEMENT  
SERVICES CY 2022**

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**KNOW ALL MEN BY THESE PRESENTS:**

This Agreement for the Procurement of Renewal of Email Management Services CY 2022 (hereinafter, the AGREEMENT), entered into in \_\_\_\_\_, Philippines, on 08 APR 2022 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 and Head of the Procuring Entity (HOPE) **HONORABLE SARAH LOU Y. ARRIOLA**,

and

**ePLDT INC.**, (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 of Registration dated 14 August 2000 (ANNEX "A"), with principal address at 5<sup>th</sup> Floor, L.V. Locsin Bldg., Makati Avenue, Makati City, Philippines, represented by its Director, Mr. **JOSEPH IAN G. GENDRANO**, who is duly authorized to enter into this Agreement pursuant to and made an integral part of this AGREEMENT.

WITNESSETH:

**WHEREAS**, the PROCURING ENTITY invited bids for the Renewal of Email Management Services CY 2022 and has accepted a bid by the **CONTRACTOR** in the amount of **Thirteen Million Eight Hundred Eleven Thousand Eight Hundred Eighty-Eight (PhP13,811,888.00)** 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" and Government Procurement Policy Board (GPPB) Rules and Regulations, and entered into this AGREEMENT, pursuant to BAC Resolution No. NTC(PB) – 04 -2022 dated 31 March 2022.

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

1. The relevant definitions and general provisions in the General and Special Conditions of the Contract (GCC) of the Philippine Bidding Documents which are not otherwise provided for herein or in any of the annexes to this AGREEMENT shall apply suppletory.
2. The following documents are deemed to form, be read and construed integral parts of this AGREEMENT:

ANNEX A – SEC Certificate

ANNEX B – Secretary's Certificate dated 09 March 2022

ANNEX C – Notice of Award dated 31 March 2022

ANNEX D – Bid Form

ANNEX G – Supplemental/ Bid Bulletin 1  
ANNEX H – General Conditions of the Contract  
ANNEX I – Special Conditions of the Contract

3. The CONTRACTOR shall deliver the goods to the PROCURING ENTITY within the period prescribed in the Terms of Reference/ Technical Specifications (Annex "F").
4. For and in consideration of the performance of services and delivery of goods, the PROCURING ENTITY shall pay the CONTRACTOR the Contract Price within Forty-Five (45) working days upon delivery of goods and 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/ Technical Specifications (Annex "F").
5. The Commencement of the agreement is 30 days upon receipt of Notice to proceed and the End term is 1 year after the commencement of this agreement.

**IN WITNESS WHEREOF**, the **Parties** through their authorized representatives hereto have signed this **AGREEMENT** on 08 APR 2022, in \_\_\_\_\_, Metro Manila.

For the Procuring Entity:  
**DEPARTMENT OF FOREIGN AFFAIRS**

For the Contractor:  
**ePLDT, INC.**

By:   
**SARAH LOU Y. ARRIOLA**  
Undersecretary and  
Head of the Procuring Entity

By:   
**JOSEPH IAN G. GENDRANO**  
Director

WITNESSES

By:   
**MEDARDO G. MACARAIG**  
Assistant Secretary

By:   
**MARIE ANNE KATHLEEN GAN**  
Relationship Manager – Public Sector

**ACKNOWLEDGEMENT**

Republic of the Philippines)  
**MAKATI CITY** ) s.s.

**MAKATI CITY**

08 APR 2022

BEFORE ME, a NOTARY PUBLIC for and in the City of \_\_\_\_\_, Philippines, on \_\_\_\_\_, personally appeared Honorable **SARAH LOU Y. ARRIOLA** Undersecretary of the Department of Foreign Affairs and **JOSEPH IAN G. GENDRANO**, duly authorized and designated representative of **ePLDT, INC.**, known to me to be the same persons who executed the foregoing **Agreement for the Procurement of Renewal of Email Management Services CY 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
<b>SARAH LOU Y. ARRIOLA</b>			
<b>JOSEPH IAN G. GENDRANO</b>			

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

NOTARY PUBLIC  
**ATTY. GERVACIO B. ORTIZ JR.**  
Notary Public City of Makati  
Until December 31, 2022  
IBP No. 05729-Lifetime Member  
MCLE Compliance No. VI-0024312  
Appointment No. M-82-(2021-2022)  
PTR No. 8852511 Jan. 3, 2022  
Makati City Roll No. 40091  
101 Urbah Ave. Campos Rueda Bldg  
Brgy. Pio Del Pilar, Makati City