

**AGREEMENT FOR THE DEPARTMENT OF FOREIGN AFFAIRS' PROCUREMENT OF LOCAL POUCH POSTAGE AND COURIER SERVICES FOR CY 2022**

**KNOW ALL MEN BY THESE PRESENTS:**

This Agreement for the Department of Foreign Affairs' (DFA) Procurement of Local Pouch Postage and Courier Services for CY 2022 (hereinafter, the AGREEMENT), entered into in Pasay City, Philippines, on 12 MAY 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, **HON. SARAH LOU Y. ARRIOLA**,

and

**2GO EXPRESS, INC.** (hereinafter, the CONTRACTOR), a corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal address at 8th Floor Tower I, DD Plaza Bldg. Edsa Ext. Cor. Macapagal Blvd. St., Barangay 076, Pasay City, herein represented by its Vice President for Sales and Solutions, **MS. FRANCES ANNE A. BABAR** and its Chief Finance Officer, **MR. WILLIAM C. HOWELL**, who are duly authorized to enter into this Agreement;

Collectively referred to as the PARTIES.

**WITNESSETH:**

**WHEREAS**, the PROCURING ENTITY invited bids for the Procurement of Local Pouch Postage and Courier Services for CY 2022, and has accepted a bid by the CONTRACTOR to provide said services in the amount of **Nine Million Nine Hundred Twenty-Five Thousand Three Hundred Eighty Pesos (Php 9,925,380.00) 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 May 2022 to 31 December 2022;

**WHEREAS**, this AGREEMENT, undertaken pursuant to BAC Resolution No. PB-OCA-02-2022 dated 27 April 2022 and Notice of Award, complies with the legal and 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 A – SEC Certificate of Registration  
ANNEX B – BAC Resolution No. PB-OCA-02-2022  
ANNEX C – Omnibus Sworn Statement and Secretary's Certificate  
ANNEX D – Notice of Award  
ANNEX E – Bid Form  
ANNEX F – Certificate of Availability of Funds



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*(Handwritten signatures)*

*(Handwritten initials)*


- ANNEX G – Technical Specifications
- ANNEX H – General Conditions of Contract
- ANNEX I – Special Conditions of Contract
- ANNEX J – Performance Security


3. The CONTRACTOR shall deliver the services to the PROCURING ENTITY within the period prescribed in the Technical Specifications (Annex "G").
4. 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 VI of Annex "G".


**IN WITNESS WHEREOF**, the parties hereto have caused their respective representative to execute this **CONTRACT** on the date at the place set out above.

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

**For the Contractor:**  
**2GO EXPRESS INC.**

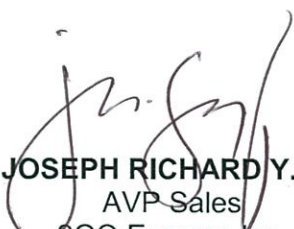
  
 By: **HON. SARAH LOU Y. ARRIOLA**  
 Undersecretary for Migrant Workers  
 Affairs and Head of the Procuring Entity

  
 By: **MS. FRANCES ANNE A. BABAR**  
 Vice President for Sales and Solutions

  
**MR. WILLIAM C. HOWELL**  
 Chief Finance Officer

**WITNESSES:**

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

  
**MR. JOSEPH RICHARD Y. SUYAT**  
 AVP Sales  
 2GO Express Inc.

  
**MR. LYRIE F. FULGENCIO**  
 Chief Accountant, DFA



JB

ACKNOWLEDGEMENT

Republic of the Philippines )  
City of **MAKATI CITY** ) S.S.

BEFORE ME, a NOTARY PUBLIC for and in the City of Pasay, Philippines, on JUN 07 2022, personally appeared **HONORABLE SARAH LOU Y. ARRIOLA**, Undersecretary for Migrant Workers Affairs and Head of the Procuring Entity of the Department of Foreign Affairs and **MS. FRANCES ANNE A. BABAR**, Vice President for Sales and Solutions, and **MR. WILLIAM C. HOWELL**, Chief Finance Officer of 2Go Express Inc., known to me to be the same person who executed the foregoing AGREEMENT FOR THE DEPARTMENT OF FOREIGN AFFAIRS' PROCUREMENT OF LOCAL POUCH POSTAGE AND COURIER SERVICES FOR 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	GOVERNMENT ISSUED ID	PLACE OF ISSUE	DATE OF ISSUE
SARAH LOU Y. ARRIOLA	PASSPORT D0007888A	DFA MANILA	09 NOV 2018
FRANCES ANNE A. BABAR			
WILLIAM C. HOWELL			

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. 137  
Page No. 25  
Book No. 87  
Series of 2022

**ATTY. REINIER S. QUIAMBAO**  
NOTARY PUBLIC  
UNTIL JUNE 30, 2022  
PTR NO. 8852958 / 01.06.22 / MAKATI CITY  
IBP NO 195607 / 01.04.22 / TARLAC CITY  
TIN 238-251-699 ROLL NO. 62283  
MCLE NO. VI - 0025079 / 03.29.19



*[Handwritten signatures and initials]*