

**AGREEMENT FOR THE DEPARTMENT OF FOREIGN AFFAIRS' PROCUREMENT OF
OUTSOURCED PERSONNEL SERVICES FOR THE OFFICE OF CONSULAR
AFFAIRS 16 MAY 2023 TO 31 DECEMBER 2023**

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 **16 May 2023 to 31 December 2023** (hereinafter, the AGREEMENT), entered into in Pasay City, Philippines, on 04 MAY 2023, 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 ANTONIO A. MORALES**,

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 13 April 2023, 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 16 May 2023 to 31 December 2023, and has accepted a bid by the CONTRACTOR to provide said services in the amount of **Thirty-Four Million Seven Hundred Sixty-Two Thousand Eight Hundred Fifty-Five and 43/100 Pesos (PhP34,762,855.43)** 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 **16 May 2023 to 31 December 2023**;

WHEREAS, this AGREEMENT, undertaken pursuant to **BAC Resolution No. (PB) OCA-06-23 dated 03 May 2023** and **Notice of Award dated 03 May 2023 (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.

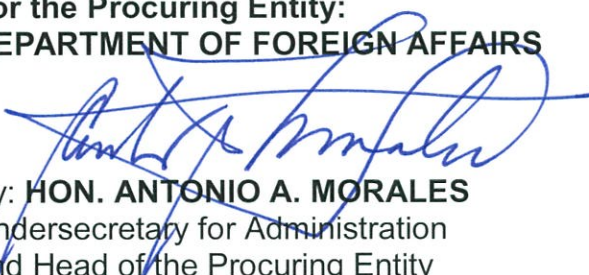
2. The following documents are also attached and made integral parts of this AGREEMENT:

ANNEX A – SEC Certificate
ANNEX B – Secretary Certificate
ANNEX C – BAC Resolution and Notice of Award dated 03 May 2023
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

3. The CONTRACTOR shall deliver the services to the PROCURING ENTITY within the period prescribed in the Technical Specifications and Scope of Work (Annex “F”).
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 WITNESS WHEREOF, the Parties through their authorized representatives hereto have signed this AGREEMENT on 04 MAY 2023, in Pasay City, Metro Manila.

For the Procuring Entity:
DEPARTMENT OF FOREIGN AFFAIRS


By: **HON. ANTONIO A. MORALES**
Undersecretary for Administration
and Head of the Procuring Entity

For the Contractor:
DBP SERVICE CORPORATION


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

WITNESSES:


MS. JOVY V. FERRER
Acting Chief Accountant, DFA


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


HELEN EULALIA C. PREBAGREN
Special Collecting and Disbursing Office

ACKNOWLEDGEMENT

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

BEFORE ME, a NOTARY PUBLIC for and in the City of Pasay, Philippines, on **AUG 17 2023**, personally appeared **HONORABLE ANTONIO A. MORALES** Undersecretary for Administration 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 16 MAY 2023 TO 31 DECEMBER 2023** 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
ANTONIO A. MORALES	D0009137A	DFA-MANILA	07 DEC 2021
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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ATTY. JUDITH ROMANA D. APONDO
ROLL NO 59591, APPOINTMENT NO 209
MAKATI CITY - Until 31 Dec 2023
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PTR VC 8277040, 04 Jan 2023, Valenzuela City
IBP 251607, 19 Dec 2022, Dues for 2023
MCLE VII-00619 Until 14 Apr 2025

