



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

05 FEB 2024

NOTICE TO PROCEED

Sir:

Please be informed that, pursuant to the Notice of Award signed by the Secretary and Head of the Procuring Entity, **U-BIX Corporation** is hereby given Notice to Proceed with the implementation of the **Contract on Lease of Photocopying/Scanning Machines for the Department of Foreign Affairs for FY 2024** in the total amount of **Eleven Million Five Hundred Ninety-One Thousand Two Hundred Pesos (PhP 11,591,200.00) only**, inclusive of all taxes and other lawful charges.

This Notice is being 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,

A handwritten signature in black ink, appearing to read "Enrique A. Manalo".

ENRIQUE A. MANALO

Secretary for Foreign Affairs and  
Head of the Procuring Entity

**MR. JOEY A. FRANCISCO**

Authorized Representative

U-Bix Corporation

1344 Angono St., Brgy. Poblacion

Makati City

**AGREEMENT FOR THE LEASE OF PHOTOCOPYING/SCANNING MACHINES  
FOR THE DEPARTMENT OF FOREIGN AFFAIRS FOR CY 2024**

**KNOW ALL MEN BY THESE PRESENTS:**

This Agreement for the Lease of Photocopying/Scanning Machines for the DFA Main Office, OCA-ASEANA, and Metro Manila and Regional Consular Offices for CY 2024 (hereinafter, the AGREEMENT), entered into in Pasay City, Philippines, on 02 JAN 2024, 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 Administration and Head of the Procuring Entity (HoPE) **ANTONIO A. MORALES**,

and

**U-BIX CORPORATION** (hereinafter, the CONTRACTOR), a company duly organized and existing under and by virtue of the laws of the Republic of the Philippines, as evidenced by the submitted Security and Exchange Commission (SEC) Registration No. 53518 (ANNEX "A"), with business address at 1344 Angono St., Makati City, represented by **JOEY A. FRANCISCO**, General Sales Manager, who is duly authorized to enter into this Agreement under the Secretary's Certificate, a copy of this is attached as ANNEX "B" and made an integral part of this AGREEMENT.

WITNESSETH:

**WHEREAS**, the PROCURING ENTITY invited bids for the Department's Lease of Photocopying Machines for One (1) year from January to December 2024, and has accepted a bid by the CONTRACTOR to provide said goods in the amount of **Eleven Million Five Hundred Ninety-One Thousand Two Hundred Pesos (PhP11,591,200.00)** only, (hereinafter, the Contract Price), inclusive of all applicable taxes (VAT) and other lawful charges.

**WHEREAS**, this AGREEMENT, undertaken pursuant to BAC Resolution No. SMC-PB-50-2023 dated 29 December 2023 (ANNEX "C"), and Notice of Award (ANNEX "D"), 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, terms and general provisions in the General Conditions of a Contract (GCC) and the Special Conditions of a Contract (SCC) are deemed incorporated in this AGREEMENT.
2. The following documents are also attached and made integral parts of this AGREEMENT:

ANNEX A – Security and Exchange Commission (SEC) Registration No. 53518

ANNEX B – Secretary's Certificate

ANNEX C – Bids and Awards Committee Resolution No. SMC-PB-50-2023 dated 29 December 2023

ANNEX D – Notice of Award

ANNEX E – Notice to Proceed

ANNEX F – Bid Form

ANNEX G – Certificate of Availability of Funds

ANNEX H – Terms of Reference / Technical Specifications

ANNEX I – Supplemental / Bid Bulletin No. 1

ANNEX J – General Conditions of a Contract

ANNEX K – Special Conditions of a Contract

ANNEX L – Performance Security

3. The CONTRACTOR shall deliver the services to the PROCURING ENTITY within the period stated in the AGREEMENT.
4. For and in consideration of the delivery of the goods and services, the PROCURING ENTITY shall pay the CONTRACTOR the Contract Price. The terms of payment shall be made in accordance with the Terms of Reference (ANNEX "H").

IN WITNESS WHEREOF, the Parties through their authorized representatives hereto have signed this AGREEMENT on 02 JAN 2024, in Pasay City, Metro Manila.

**For the Procuring Entity:**

**DEPARTMENT OF FOREIGN AFFAIRS**

**HON. ANTONIO A. MORALES**

Undersecretary for Administration  
and Head of the Procuring Entity

**For the Supplier:**

**U-BIX CORPORATION**

**JOEY A. FRANCISCO**

General Sales Manager

**WITNESSES**

**MINDARADAT R. MAMAD**  
DFA Chief Accountant

**NEIL JOHN C. ESTRELLA**  
Sales Manager



**ACKNOWLEDGEMENT**

Republic of the Philippines}  
Pasay City } S.S.

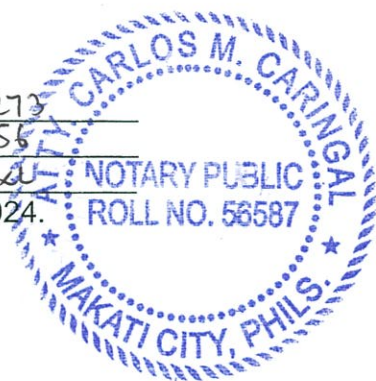
**BEFORE ME**, a Notary Public for and in the City of Pasay, Philippines, on this 16 FEB 2024, personally appeared **The Honorable ANTONIO A. MORALES**, Undersecretary for Administration and Head of Procuring Entity (HoPE) of the Department of Foreign Affairs and **MR. JOEY A. FRANCISCO**, General Sales Manager of U-BIX Corporation, known to me to be the same persons who executed the foregoing **AGREEMENT FOR THE LEASE OF PHOTOCOPYING/SCANNING MACHINES FOR THE DEPARTMENT OF FOREIGN AFFAIRS FOR CY 2024**, which instrument consists of \_\_\_\_\_ pages including the page on which this acknowledgement is written and the Annexes attached thereto, all pages of which have been signed by said PARTIES and their witnesses, and who acknowledge to me that the same is their free and voluntary act and deed and of the entities they represent.

The Philippine Passport/Philippine government-issued ID of the Parties exhibited to me, the same bearing:

NAME	CTC NO.	PLACE OF ISSUE	DATE OF ISSUE
ANTONIO A. MORALES	Philippine Passport D0009237A	DFA Manila	07 December 2021
JOEY A. FRANCISCO	P2941766C	DFA Manila	14 January 2023

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. 273  
Page No. 55  
Book No. 4  
Series of 2024.



NOTARY PUBLIC  
**Atty. Carlos M. Caringal**  
Notary Public for Makati City  
1344 Angono St., Poblacion, Makati City  
Appointment No. M-077  
Until December 31, 2025  
Roll of Attorneys No. 58587  
PTR No. 10085310MN; 1-10-2021; Makati City  
IBP Lifetime Memor: I. No. 17382; Bataan  
MCLE Compliance No. VI-0027/117/3-17-2023

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A handwritten signature in blue ink, possibly representing another party, located at the bottom right of the page.