

AGREEMENT FOR THE DEPARTMENT OF FOREIGN AFFAIRS' PROCUREMENT OF LOCAL POUCH POSTAGE AND COURIER SERVICES FOR THE MONTH OF 01 MAY 2024 TO 31 DECEMBER 2024

KNOW ALL MEN BY THESE PRESENTS:

This Agreement for the Department of Foreign Affairs' (DFA) Procurement of Local Pouch Postage and Courier Services for the Month of 01 May 2024 to 31 December 2024 (hereinafter, the "**AGREEMENT**"), entered into in Pasay City, Philippines, on 01 MAY 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), **HON. ANTONIO A. MORALES**,

and

WIDE WIDE WORLD EXPRESS CORPORATION (hereinafter, the "**CONTRACTOR**"), a corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal address at W Express Pascor Drive Sto Niño, Parañaque City, herein represented by its Senior Vice President - Revenue Management, **MR. DEXTER N. CARLOTA**, and its Executive Vice President-Chief Financial and Administrative Officer, **MS. EMELITA L. ALCID**, 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 the month of **01 May to 31 December 2024**, and has accepted a bid by the **CONTRACTOR** to provide said services in the amount of **Nine Million Seven Hundred Eleven Thousand One Hundred Twenty (Php 9,711,120.00) 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 2024 to 31 December 2024**;

WHEREAS, this **AGREEMENT**, undertaken pursuant to **BAC Resolution No. OCA-PB-01-2024** dated **24 April 2024** ("**ANNEX B**") and **Notice of Award** ("**ANNEX D**"), 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. OCA-PB-01-2024
- 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
- ANNEX G** – Technical Specifications
- ANNEX H** – General Conditions of Contract
- ANNEX I** – Special Conditions of Contract
- ANNEX J** – Standby Letter of Credit/Performance Securing Declaration
- ANNEX L** – Secretary's Certificate for the Authorized Signatories of CONTRACTOR

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 **AGREEMENT** on the date at the place set out above.

For the Procuring Entity:
DEPARTMENT OF FOREIGN AFFAIRS


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

For the Contractor:
**WIDE WIDE WORLD EXPRESS
CORPORATION**


By: **MR. DEXTER N. CARLOTA**
Senior Vice President - Revenue
Management


By: **MS. EMELITA L. ALCID**
Executive Vice-President Chief
Financial and Administrative Officer

WITNESSES:



MS. LORLEEJANE S. MANDI
PRF Head
Department of Foreign Affairs



MS. ELOISA MEÑA
Senior Manager
Wide Wide World Express Corp.

ACKNOWLEDGEMENT

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

BEFORE ME, a NOTARY PUBLIC for and in the City of Pasay, Philippines, on 01 MAY 2024, personally appeared **HONORABLE ANTONIO A. MORALES**, Undersecretary for Administration and Head of the Procuring Entity of the Department of Foreign Affairs, **MR. DEXTER N. CARLOTA**, Senior Vice President - Revenue Management and **MS. EMELITA L. ALCID**, Executive Vice President-Chief Financial and Administrative Officer, 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 THE MONTH OF 01 MAY TO 31 DECEMBER 2024** 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
ANTONIO A. MORALES	D00013516A	DFA MANILA	08 MAR 2024
DEXTER N. CARLOTA	P568821B	DFA NCR NORTHEAST	28 OCT 2020
EMELITA L. ALCID	19-052405321-6		

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. GERARDO B. ORIO
Notary Public
Valid until December 31, 2024
ICP No. 05729-Lifetime Member
MCLE Compliance No. VII-002273
valid until April 14, 2025
Appointment No. M-34 (2023:2024)
PTR No. 9563522 Jan. 3, 2023 / Makati
Makati City Roll No. 40091
101 Urban Ave. Campos Rueda Bldg.
Brgy. Pio Del Pilar, Makati City