

12 May 2014

ATTY. AMOR DEL MUNDO
DFA-BAC Secretariat
DEPARTMENT OF FOREIGN AFFAIRS
12/F DFA Building
2230 Roxas Boulevard, Pasay City

Dear Atty. Villaspin:

Attached are 3 sets of signed and notarized Memorandum of Agreement between the DFA and PHLPost for the delivery requirement and service commitment of both parties.

We will appreciate to receive one of the original copies of the said MOA.

Thank you.



LUIS D. CARLOS

Assistant Postmaster General

For Marketing and Management Support Services



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into this 30th day of April 2014, at Manila, Philippines, by and between:

DEPARTMENT OF FOREIGN AFFAIRS, herein referred to as **DFA**, with principal office address at 2330 Roxas Blvd., Pasay City, Metro Manila, represented by its Undersecretary for Administration and Head of Procuring Entity (HOPE) **HONORABLE LINGLINGAY F. LACANLALE**,

and

PHILIPPINE POSTAL CORPORATION, herein referred to as **PHLPost**, a Philippine Government Owned and Controlled Corporation (GOCC) created and established by virtue of Republic Act 7354, holding office at the Central Post Office Building, Liwasang Bonifacio, Manila and herein represented by its Postmaster General and Chief Executive Director, **MA. JOSEFINA M. DELA CRUZ**.

WITNESSETH:

WHEREAS, the DFA is the prime agency of government responsible for the pursuit of the State's foreign policy and the nerve center for a Foreign Service, needs a courier for its diplomatic/international pouch intended for Foreign Service Posts (FSPs), and domestic deliveries intended for Regional Consular Offices (RCOs), Temporary Passport Enrollment Centers (TPECs) and other offices (i.e. government, private and embassies and consulates of other countries) within Metro Manila.

WHEREAS, the PHLPost is the only government-owned and controlled corporation engaged in the business of carrying and delivering mail and has the capability to dispatch postal items anywhere in the world where mail delivery is possible, in the most economical, efficient and reliable manner and at a reasonable cost.

WHEREAS, the DFA wishes to enter into an Agreement with the PHLPost through Negotiated Procurement (Agency-to-Agency) as an alternative method of procurement inasmuch as the PHLPost is the only government agency tasks to render delivery services.

WHEREAS, PHLPost shall accept for mailing, dispatch and delivery, all documents, parcels and cargo for outbound international and domestic destinations from the Department, for the period 01 May 2014 to 31 December 2014, while DFA upon billing shall pay the amount of SEVENTEEN MILLION THREE HUNDRED THIRTY THREE THOUSAND THREE HUNDRED THIRTY THREE PESOS & 33/100 (P17,333,333.33) for international delivery services and THREE MILLION EIGHT HUNDRED EIGHTY THOUSAND PESOS (P3,880,000.00) for domestic delivery services to serve the attached lists of Philippine Embassies worldwide (Annex A) and DFA Regional Consular Offices

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(Annex B) as well as other offices (i.e. government, private, embassies and consulates of other countries) within Metro Manila. The terms of payment shall be as follows:

End of June 2014	PhP7,071,111.11
End September 2014	PhP7,071,111.11
End of December 2014	PhP7,071,111.11

I. DUTIES AND RESPONSIBILITIES OF PHLPost

1.1 PHLPost shall observe the Technical Specification of DFA for diplomatic/international and domestic delivery services which are attached as Annexes "C" and "D" and made as integral parts of this AGREEMENT.

1.2 PHLPost through the Office of the Assistant Postmaster General for Operations shall communicate to other postal administrations where the Philippine Embassies are located in case of diplomatic/international pouch, to give a priority and special attention on Philippine diplomatic pouches.

1.3 PHLPost shall assign a key official from the Office of the Assistant Postmaster General for Operations who shall serve as Project Manager who shall be in-charge of coordinating all operations of diplomatic pouch and domestic deliveries such as but not limited to pick up and delivery, monitoring in other postal administrations, etc.

II. DUTIES AND RESPONSIBILITIES OF THE DFA

2.1. DFA shall fill out a Certificate of Mailing, copy attached as Annex E, for every mailing transaction.

2.2. DFA shall provide PHLPost a list of updated Philippine Embassies worldwide and Regional Consular Offices nationwide to be serviced by PHLPost under this Agreement. DFA shall also provide PHLPost a schedule of dispatch per destination as mentioned in the Department Circular No. 03-12 (Annex F).

3.3 The DFA shall pre-alert PHLPost on all incoming (inbound) diplomatic pouch to be picked up at designated airlines.

III. FORCE MAJEURE

3.1 PHLPost shall not be liable for delay, payment of liquidated damages, termination of the agreement by reason of default, recession or cancellation of contract, as may be applicable if such failure in the performance of its obligations under this Agreement is the result of a *force majeure* or an event which PHLPost could have not foreseen, or is inevitable. It shall not, however, include ordinary unfavorable weather conditions, and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by PHLPost.

Force majeure may include acts of God or the public enemy, war, riot, embargo, fire, explosion, sabotage, flood, accident, labor disputes, default of common carrier and any other analogous causes.

3.2 The liability of PHLPost for any loss, delay, theft, damage to DFA diplomatic pouch and domestic deliveries and such other similar circumstances shall be governed by the pertinent provisions of the Civil Code

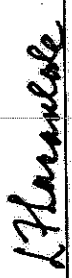
and other relevant laws. PHLPost shall notify DFA immediately upon discovery of such loss, theft, delay, damage and other analogous circumstances.


IV. EFFECTIVITY AND DURATION OF THE AGREEMENT

This Agreement shall be valid and effective from 01 May 2014 until 31 December 2014, unless pre-terminated by written consent of the Parties or for reasons provided in this Agreement

IN WITNESS WHEREOF, we have hereunto set our hands this ____ day of ____ 2014 at the City of Manila, Philippines.

By:


LINGLINGAY F. LACANLALE
Undersecretary for Administration
And Head of the Procuring Entity


MA. JOSEFINA M. DELA CRUZ
Postmaster General & CEO
Philippine Postal Corporation

Signed in the presence of:


ATTY ALVAR A. ROSALES


MR. CESAR N. SARINO

88

ACKNOWLEDGMENT

Republic of the Philippines)
City of Manila) SS

Before me this 02 day of April 2014, personally appeared:

<u>Name:</u>	<u>Passport No.</u>	<u>Issued at</u>	<u>Issued on</u>
Linglingay F. Lacanlale			
Ma. Josefina M. Dela Cruz	EB4841220	Manila	12 March 2012

known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their own free act and deed.

This instrument refers to an Agreement and consists of six (4) pages including the page where this Acknowledgment appears signed by the parties and their instrumental witnesses on each and every page thereof.

Witness my hand and seal at the place above written on this 02 day of April 2014.

Doc. No. 171
Page No. 22
Book No. 1
Series of 2014.

h/hk
MA. MARGARITA F. RODRIGUEZ-BASCO

Notary Public until December 31, 2015

Roll No. 40102

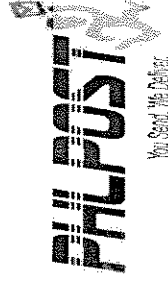
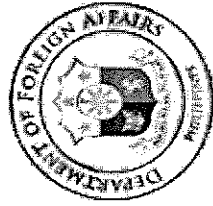
PTR No. 9195935 / 01-17-14

IBP No. 956303 / 01-17-14

MCLE Compliance No. IV-0019850

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(Annex B) as well as other offices (i.e. government, private, embassies and consulates of other countries) within Metro Manila. The terms of payment shall be as follows:

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End of December 2014

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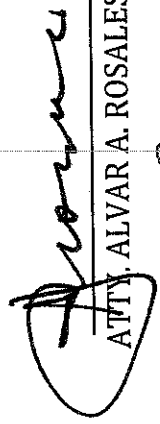
IN WITNESS WHEREOF, we have hereunto set our hands this ____ day of ____ 2014 at the City of Manila, Philippines.

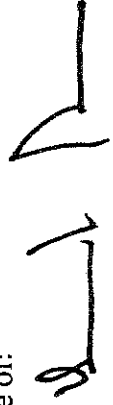
By:


LINGLINGAY F. LACANLALE
Undersecretary for Administration
And Head of the Procuring Entity *by*


MA. JOSEFINA M. DELA CRUZ
Postmaster General & CEO
Philippine Postal Corporation

Signed in the presence of:


ATTY. ALVAR A. ROSALES *He*


MR. CESAR N. SARINO

ACKNOWLEDGMENT

Republic of the Philippines)
City of Manila) SS

02 MAY 2014

Before me this ___ day of April 2014, personally appeared:

<u>Name:</u>	<u>Passport No.</u>	<u>Issued at</u>	<u>Issued on</u>
Linglingay F. Lacanlale			
Ma. Josefina M. Dela Cruz	EB4841220	Manila	12 March 2012

known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their own free act and deed.

This instrument refers to an Agreement and consists of six (4) pages including the page where this Acknowledgment appears signed by the parties and their instrumental witnesses on each and every page thereof.

Witness my hand and seal at the place above written on this 02 MAY 2014 day of April 2014.

Doc. No. 171
Page No. 98
Book No. 1
Series of 2014.

NOTARY PUBLIC
MA. MARGARITA C. RODRIGUEZ-BASCO
Notary Public until December 31, 2015
Roll No. 40102
PTR No. 916935 / 01-17-14
IBP No. 956303 / 01-17-14
MCLE Compliance No. IV-0019850

PHILIPPINE EMBASSIES AND CONSULATES GENERAL

1.	ARGENTINA	<p>EMBASSY OF THE PHILIPPINES, BUENOS AIRES</p> <p>H.E. (Mr.) Rey A. Carandang</p> <p>Ambassador Extraordinary and Plenipotentiary</p> <p>Embajada de la República de Filipinas</p> <p>Zapiola 1701</p> <p>C1426AUI Ciudad Autónoma de Buenos Aires</p> <p>ARGENTINA</p> <p>Tel. no. (5411) 4554-4015/ 4554-4856</p> <p>Consular (5411) 4555-1230</p> <p>Fax no. (5411) 4554 9194</p> <p>Duty Officer: (54911) 6700-2333</p> <p>Email: pheba@ffibertel.com.ar/ buenosaires.pe@dfa.gov.ph</p>
2.	AUSTRALIA	<p>EMBASSY OF THE PHILIPPINES, CANBERRA</p> <p>H.E. (Ms.) Belen F. Anota</p> <p>Ambassador Extraordinary and Plenipotentiary</p> <p>1 Moonah Place, Yarralumla, Canberra, A.C.T. 2600</p> <p>P.O. Box 3297, Manuka, A.C.T. 2603 Canberra,</p> <p>AUSTRALIA</p> <p>Tel. no. (61-2) 6273 2535/ 6273 2536</p> <p>Fax no. (61-2) 6273 3984</p> <p>Duty Officer: (61) 408-735-383</p> <p>Email: cbtpe@philembassy.org.au/ canberra.pe@dfa.gov.ph</p> <p>PHILIPPINE CONSULATE GENERAL, SYDNEY</p> <p>Hon. (Ms.) Anne J. Louis</p> <p>Consul General</p> <p>Philippine Centre, Level 1</p> <p>27-33 Wentworth Avenue, Sydney NSW 2000</p> <p>AUSTRALIA</p> <p>Tel. no. (61-2) 9262-7377</p> <p>Fax no. (61-2) 9262-7355</p> <p>Emergency: (61) 415-426400</p> <p>Email: contact@philippineconsulate.com.au</p>
3.	AUSTRIA	<p>EMBASSY OF THE PHILIPPINES, VIENNA</p> <p>H.E. (Ms.) Lourdes O. Yparraigue</p> <p>Ambassador Extraordinary and Plenipotentiary</p> <p>IL aurenzerberg 2/2/ZWG, A-1010 Vienna,</p> <p>AUSTRIA</p> <p>Tel. no. (+43 1) 533 2401</p> <p>Emergency: (+43 6991) 232 2034</p> <p>Fax no. (+43 1)533 2401 24</p> <p>Email: office@philippine-embassy.at</p> <p>Website: http://www.philippine-embassy.at</p>

4.	BAHRAIN	<p>EMBASSY OF THE PHILIPPINES, MANAMA H.E. (Mr.) Sahid S. Glang Ambassador Extraordinary and Plenipotentiary Villa No. 992, Road No. 3119, New Zinj Manama, KINGDOM OF BAHRAIN Tel. no. +97317721234; fax no. +97317720827 Duty Officer: (24/7) +97339953235 Email: manamape@batelco.com.bh; manama.pe2@dfa.gov.ph Website: www.philembassy-bahrain.com</p>
5.	BANGLADESH	<p>EMBASSY OF THE PHILIPPINES, DHAKA H.E. (Mr.) Vicente Vicencio T. Bandillo Ambassador Extraordinary and Plenipotentiary House No. 17, Road No. 7, Baridhara, Dhaka 1212 PEOPLE'S REPUBLIC OF BANGLADESH Tel no. (+88-2) 9881590/ 9881591/ 9881592/9881593 Fax no. (+880-2) 8823686 Duty Officer: (+880)1915477731 Email: philemb2@aknetbd.com/ dhaka.pe@dfa.gov.ph Website: www.philembassy_Dhaka.org</p>
6.	BELGIUM	<p>EMBASSY OF THE PHILIPPINES, BRUSSELS H.E. (Ms.) Victoria S. Bataclan Ambassador Extraordinary and Plenipotentiary 297 Avenue Moliere, Brussels, 1050 BELGIUM Tel. no. (32-2)340 33 77 to 78/ Fax no. (32-2) 345 64 25, Duty Officer: (32-4) 88 609 177 Email: brussels.pe@dfa.gov.ph brussels@philembassy.be brusselspe@gmail.com</p>
7.	BRAZIL	<p>EMBASSY OF THE PHILIPPINES, BRASILIA H.E. (Ms.) Eva G. Betita Ambassador Extraordinary and Plenipotentiary SEN, Avenida das Nacoes, Lote 01 Brasilia, D.F. CEP: 70431-900, BRAZIL Tel. no. (5561)3224 8694/ (5561) 3223 5143 Hotline: (5561) 8230 2397/ Fax no. (5561) 3226 7411 Email: brasiliape@brturbo.com.br brasilia.pe@dfa.gov.ph</p>
8.	BRUNEI	<p>EMBASSY OF THE PHILIPPINES, BRUNEI H.E. (Mr.) Nestor Z. Ochoa Ambassador Extraordinary and Plenipotentiary Simpang 336, Diplomatic Enclave Jalan Kebangsaan, Bandar Seri Begawan, BA 1210 BRUNEI DARUSSALAM Tel Nos. (+673) 224-1465; 224-1466 Consular: 223-8845; 222-0781 Consular 24 hour hotline: 871-4881 Fax No. 223-7707</p>



		Email: brunei.pe@dfa.gov.ph / bruneipe@gmail.com / bruneipe@brunet.bn
9.	CAMBODIA	<p>EMBASSY OF THE PHILIPPINES, PHNOM PENH</p> <p>H.E. (Mr.) Noe A. Wong</p> <p>Ambassador Extraordinary and Plenipotentiary</p> <p>House No. 15, Street 422, Sangkat Tonle Bassac, Khan Chamkarmon, Phnom Penh, Kingdom of CAMBODIA</p> <p>Tel. No. +855.23.222.303; +855.23.222.304</p> <p>+855.23.215.145</p> <p>Fax: +855.23.15.143Email: phnompenhpe@ezecom.com.kh</p> <p>Phompenh.pe@dfa.gov.ph</p>
10.	CANADA	<p>EMBASSY OF THE PHILIPPINES, OTTAWA</p> <p>H.E. (Mr.) Leslie B. Gatan</p> <p>Ambassador Extraordinary and Plenipotentiary</p> <p>130 Albert St. Ste. 900</p> <p>Ottawa, Ontario, K1P 5G4 CANADA</p> <p>Tel. No. (613) 233-1121; Fax (613) 233-4165</p> <p>Duty Officer: (613) 614 2846</p> <p>Email: embassyofphilippines@rogers.com</p> <p>Website: embassy ofphilippines@rogers.com</p> <p>PHILIPPINE CONSULATE GENERAL, TORONTO</p> <p>Hon. (Ms.) Juvener M. Mahilum-West</p> <p>Consul General</p> <p>161 Eglinton Avenue East, Suite 800</p> <p>Toronto, Ontario M4P 1J5 Canada</p> <p>Tel. No. (416) 922 7181</p> <p>Fax no. (416) 922 2638</p> <p>Emergency no. (416) 346-3268</p> <p>Email: consularmatters@philcongen-toronto.com</p> <p>Website: www.philcongen-toronto.com</p> <p>PHILIPPINE CONSULATE GENERAL, VANCOUVER</p> <p>Hon. (Mr.) Neil Frank R. Ferrer</p> <p>Consul General</p> <p>Suite 1405, 700 West Pender Street</p> <p>Vancouver, B.C. V6V 1G8 Canada</p> <p>Tel. No. 1-604-685-1619; 1-604-685-7645; 1-604-685-8576</p> <p>Direct Line: 1-604-685-8939</p> <p>ATN/Duty Officer: 1-604-653-5858</p> <p>Fax no. 1-604-685-9945</p> <p>Email: vancouverpcg@telus.net; vancouver.pcg@dfa.gov.ph</p> <p>Website: www.vancouverpcg.org</p>
11.	CHILE	<p>EMBASSY OF THE PHILIPPINES, SANTIAGO</p> <p>H.E. (Ms.) Ma. Consuelo Puyat-Reyes</p> <p>Ambassador Extraordinary and Plenipotentiary</p> <p>Felix de Amesti No. 367,</p> <p>Las Condes, Santiago, CHILE</p>

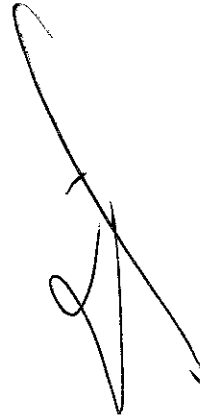
		<p>Tel. nos. (562) 22081313; 22081939 Hot line: (562) 2228 1670 Fax no. (562) 2208 1400 Email: embafilsantiago@vtr.net embassyphil@vtr.net</p>
12.	CHINA	<p>EMBASSY OF THE PHILIPPINES, BEIJING H.E. (Ms.) Erlinda F. Basilio Ambassador Extraordinary and Plenipotentiary 23 Xiu Shui Bei Jie, Jian Guo Men Wai, Beijing, 100600 PEOPLE'S REPUBLIC OF CHINA Country/Area Code No. 008610 Tel. no. 65322451/ 65321872/ 65322518 Fax no. (008610) 65323761 Consular Section Fax no.: 65321921 Email Add: Consular@philembassychina.org ATN Hotline : Mobile Phone 13911180495 Duty Officers Hotline: 13811120334 Email: beijing.pe@dfa.gov.ph ph@philembassychina.org</p> <p>PHILIPPINE CONSULATE GENERAL, CHONGQING Hon. (Ms.) Amelita C. Aquino Consul General Unit 2903-05 Metropolitan Tower, 68 Zourong Road, Yuzhong District, Chongqing 400010 People's Republic of China Trunkline: (+8623) 6381-0832; 6380-9532 Tel. no. (+86 23) 6381 0832/ 6380 9532 Telefax: (+86 23) 6372 9809 Hotline nos. (+86) 13617678321; 15823972513 (ATN Officer) Duty Officer: 15808057032 Email: chongqing.pcg@dfa.gov.ph/ chongqingpcg@gmail.com</p> <p>PHILIPPINE CONSULATE GENERAL, GUANGZHOU Hon. (Mr.) Raly L. Tejada Consul General Room Nos. 706-712 Guangdong International Hotel 339 Huanshi Dong Lu, Guangzhou Guangdong, 510098 P.R.O.C. Tel. nos. (008620) 833-31-1461; 8331-0996 Fax no. (008620) 8333-0573 Email: guangzhou.pcg@dfa.gov.ph/ philcongengguangzhou@yahoo.com Website: www.philcongengguangzhou.org Hotlines: Consular – (0086) 13924099636 and ATN -- (0086) 13570008063</p>



	<p>PHILIPPINE CONSULATE GENERAL, HONG KONG Ms. ROSANNA B. VILLAMOR-VOOGEL Acting Head of Post 14th Floor, United Centre, 95 Queensway Admiralty, Hong Kong SAR Email: hongkongpcg@philcongen-hk.com Website: http://www.philcongen-hk.com Facebook: Philippine Consulate General in Hongkong SAR Tel No. (+852) 28238501 / (+852)91554023 Fax no. (+852) 28669885 / 28668559</p>
13.	<p>PHILIPPINE CONSULATE GENERAL, MACAU Hon. (Mr.) Danilo T. Ibayan Consul General Units 1404-1406, 14/F AIA Tower Avenida Comercial de Macau, Macau SAR Tel. no. (853) 28757111; Fax no. (853) 28757227 Duty Officer: (853) 66981900 Email: info@philcongenmacao.org; macau.pcg@dfa.gov.ph; pcgmacau@gmail.com</p> <p>PHILIPPINE CONSULATE GENERAL, SHANGHAI Hon. (Mr.) Wilfredo R. Cuyugan Consul General Suite 301 Metrobank Plaza 1160 Yan An West Road, Changning District Shanghai, China 200052 Tel. no. (+8621)6281 8020 Hot Line: (+86) 1391 747 7112 Fax (+8621) 6281 8023 Email: pcg@philcongshanghai.org; shanghaipcg@yahoo.com Website: www.philcongshanghai.org</p>
	<p>PHILIPPINE CONSULATE GENERAL, XIAMEN Hon. (Mr.) Julius Caesar A. Flores Consul General No. 2 Ling Xiang Li, Lianhua District Xiamen City 361009 People's Republic of China Trunk Line: (0086)(592) 513-0366 Direct Line: (0086) (592) 559-5537; 513-0355 ATN Hotline: (0086) 1390-6036-614 Duty Officer: (0086)(1890-5921-595 Fax Line : (0086)(592)553-0803</p>
14.	<p>CZECH REPUBLIC</p> <p>EMBASSY OF THE PHILIPPINES, PRAGUE Chargé d' Affaires, a.i. Mr. Juan E. Dayan Senovazne Namesti 8, 110 00, Prague 1, CZECH REPUBLIC</p>



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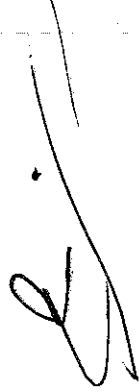
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57.	TURKEY	<p>EMBASSY OF THE PHILIPPINES, ANKARA H.E. (Ms.) Maria Rowena Mendoza Sanchez Ambassador Extraordinary and Plenipotentiary No. 56 Mahatma Gandhi Caddesi, Gazi Osman Pasa 06700, Ankara, TURKEY Tel. (90-312) 4465831/ (90-312)4470350 Fax no. (90-312) 4465733 Email: ankara.pe@dfa.gov.ph / ankarape@gmail.com ankara_pe@yahoo.com</p>
58.	UNITED ARAB EMIRATES	<p>EMBASSY OF THE PHILIPPINES, ABU DHABI H.E. (Ms.) Grace R. Princessa Ambassador Extraordinary and Plenipotentiary Villa No. 8 Street No. 8, Sector 94, Zone 2 Al Bateen, Abu Dhabi, UAE, P.O. Box 3215 Tel. No. +971 2 639 0006 Fax No.: +971 2 639 0002 Email: auhpe@philembassy.ae</p> <p>PHILIPPINE CONSULATE GENERAL, DUBAI Hon. (Mr.) Frank R. Cimafranca Consul General No. 35 Beirut St., Ext. No. 2 Al Qusais Area 3, P.O. Box 94778 Dubai, UNITED ARAB EMIRATES Tel . no. 00971 4 2207100 Fax no. 00971 4 2207800 ATN Mobile No. 00971 50 6544047 Email: pcgdxb@pcgdubai.ae / dubai.pcg@dfa.gov.ph / pcgdubai@yahoo.com / pcgdxb@gmail.com Facebook Page: PCG Dubai and N.Emirates</p>
59.	UNITED KINGDOM	<p>EMBASSY OF THE PHILIPPINES, LONDON H.E. (Mr.) Enrique A. Manalo Ambassador Extraordinary and Plenipotentiary 6-8 Suffolk Street, London SW1Y 4HG UNITED KINGDOM OF GREAT BRITAIN Tel no. (44) 20 7451 1780 Facsimile (44) 20 7930 9787 Emergency no. (44) 78 0279 0695 Email: embassy@philemb.co.uk; London.pe@dfa.gov.ph; Home Page: http://www.philembassy-uk.org</p>



60.	UNITED STATES OF AMERICA	<p>EMBASSY OF THE PHILIPPINES, WASHINGTON</p> <p>H.E. (Mr.) Jose L. Cuisia, Jr.</p> <p>Ambassador Extraordinary and Plenipotentiary</p> <p>1600 Massachusetts Avenue NW,</p> <p>Washington D.C. 20036, U.S.A.</p> <p>Tel. No. (202) 467 9300; (202) 467 9363</p> <p>Fax no. (202) 467 9417; (202) 328 7614</p> <p>Duty Officer: (202) 368 2767</p> <p>Email: washingtonpe@philippinesusa.org;</p> <p>Washingtonpe2010@gmail.com</p>
		<p>PHILIPPINE CONSULATE GENERAL, AGANA</p> <p>Hon. (Mr.) Bayani V. Mangibin</p> <p>Consul General</p> <p>Suite 601-602, ITC Building, Marine Drive</p> <p>Tamuning, Guam 96913</p> <p>Tel. no. (1) 671) 646-4620/ 646-4630</p> <p>Fax no. (1)(671)649-1868</p> <p>Email: agana.pcg@dfa.gov.ph; pcgagana@gmail.com</p>
		<p>PHILIPPINE CONSULATE GENERAL, CHICAGO</p> <p>Hon. (Mr.) Leo Herrera-Lim</p> <p>Consul General</p> <p>30 N. Michigan Avenue, Suite 1600</p> <p>Chicago, Illinois 60603 USA</p> <p>Tel. no. (312) 583-0621</p> <p>Fax no. (312) 583-0647</p> <p>Celphone (duty Officer) (312) 501-6458</p> <p>Email: chicagopcg@att.net</p> <p>Website Address: www.chicagopcg.com</p>
		<p>PHILIPPINE CONSULATE GENERAL, HONOLULU</p> <p>Hon. (Mr.) Julius D. Torres</p> <p>Consul General</p> <p>2433 Pali Highway, Honolulu, Hawaii 96817</p> <p>Tel . nos. (1-808)595-6316 to 19</p> <p>Fax no. (1-808) 595-2581</p> <p>Duty Officer: (1-808) 253-9446</p> <p>Email: pc.honolulu@dfa.gov.ph</p> <p>honolulupc@hawaii.twcbc.com</p> <p>Website: www.philippineshonolulu.org</p>
		<p>PHILIPPINE CONSULATE GENERAL, LOS ANGELES</p> <p>Hon. (Mr.) Leo Herrera Lim</p> <p>Consul General</p> <p>3600 Wilshire Boulevard, Suite 500</p> <p>Los Angeles, CA 90010 U.S.A.</p> <p>Tel. no. 1(213)639-0980</p> <p>Emergency Duty Officer: 1(213)268-9990</p> <p>Fax no. 1(213)639-0990</p> <p>Trunk no. : 1(213) 639-0980</p>




	<p>Email: losangeles.pcg@dfa.gov.ph; losangespc@aol.com losangelespcg@earthlink.net Web Address: www.philippineconsulatea.org</p> <p>PHILIPPINE CONSULATE GENERAL, NEW YORK Hon. (Mr.) Mario L. De Leon, Jr. Consul General 556 Fifth Avenue, New York, NY 10036 U.S.A. Tel. Nos. (212) 764-1330; (212) 575-4774 Duty Officer: (917) 294-0196 Fax: (212) 382-1146; (212) 764-6010 Email: newyork.pcg@dfa.gov.ph; phcongen.newyork@gmail.com Website: www.newyorkpcg.org</p> <p>PHILIPPINE CONSULATE GENERAL, SAN FRANCISCO Hon. (Mr.) Marciano A. Paynor, Jr. Consul General 447 Sutter Street, 6th Floor San Francisco, California 94108 Tel. No. (1) (415) 433-6666 Duty Officer (1)(415) 269-2090 Facsimile no. (1) (415) 421 2641 Email: sanfrancisco.pcg@dfa.gov.ph Web Address: http://www.philippinesanfrancisco.org</p>
61.	<p>VATICAN</p> <p>EMBASSY OF THE PHILIPPINES, VATICAN H.E. (Ms.) Mercedes Reinales-Arrastia Tuazon Ambassador Extraordinary and Plenipotentiary Via Paolo VI, 29, 00193 Rome, Italy Tel. No. (+39) 06-68308020 Fax no. (+39) 06-6834076 Email: vatican.pe@dfa.gov.ph; embholyysee@philvatican.it</p>
62.	<p>VIETNAM</p> <p>EMBASSY OF THE PHILIPPINES, HANOI H.E. (Mr.) Jerril G. Santos Ambassador Extraordinary and Plenipotentiary 27-B Tran Hung Dao Street, Hanoi, SOCIALIST REPUBLIC OF VIETNAM Tel . nos. +844 3943 7873/ 3943 3849/3943 4493/ 3943 7948/ 3943 9826 Fax no. +844 3943 5760 Duty Officer : +8490 412-6164 Email: hanoi.pe@dfa.gov.ph; hnpe2000@gmail.com Website: www.hanoipe.org</p>



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ASEAN-INDONESIA	Jakarta	<p>PHILIPPINE MISSION TO ASEAN (Ms.) Elizabeth Buensuceso Charge d' Affaires, a.i. Jalan Patiunus No. 33, Kebayoran Baru Jakarta Selatan, 12150, INDONESIA Tel. no. (6221) 29306050-52 Fax no. (6221) 29306053 Email: rp2asean2rpmisionjakarta.com Jakartpm@gmail.com/ Jakarta.pm@dfa.gov.ph</p>
UN-SWITZERLAND	Geneva	<p>PHILIPPINE MISSION TO THE UNITED NATIONS AND OTHER INTERNATIONAL ORGANIZATIONS H.E. (Mr.) Cecilia B. Rebong Chargé d' Affaires, a.i. 47 Avenue Blanc 1202 Geneva, SWITZERLAND Trunkline: --+41 22 716 1930 Secretary to the Ambassador: --+41 22 716 1933 Secretary to the Amb assador: 0041 (0)22 716 1933 Fax no. --41 22 716 1932 Duty Officer: +41 79 1369114 Email: geneva.pm@dfa.gov.ph</p>
UN - UNITED STATES OF AMERICA	New York	<p>PHILIPPINE MISSION TO THE UNITED NATIONS H.E. (Mr.) Libran N. Cabactulan Philippine Permanent Representative to the UN 556 Fifth Avenue, New York, N.Y. 10036 U.S.A. Tel No. (212) 764-1300 Fax No. (212) 840-8602 Email: newyorkpm@gmail.com; newyork.pm@dfa.gov.ph Website: www.un.int/philippines</p>
WTO- SWITZERLAND	Geneva	<p>PHILIPPINE PERMANENT MISSION TO THE WORLD TRADE ORGANIZATION H.E. (Mr.) Esteban B. Conejos, Jr. Ambassador and Permanent Representative to the WTO 80-82 rue de Lausanne 1202 Geneva, SWITZERLAND Trunk line Tel. no. (41 22) 909 7900 Fax no. (41 22) 909 7927 Email: geneva.wto@dfa.gov.ph; mission@philippineswto.org</p>



Department of Foreign Affairs

Regional Consular Offices

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Regional Consular Office
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Angeles City, Pampanga
Tel. No. (045) 304-0193/ 304-0194/ 304-0195
Email: angeles.sat@dfa.gov.ph; dfaclarksatellite@yahoo.com
Contact Person: Mr. Amador N. Abutal
Officer –In-Charge

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Philippines
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(034) 441-2681
Email: rcobacolod@gmail.com; Bacolod.rco@dfa.gov.ph
RCO Website: www.rcobacolod.6te.net
Contact Person: Mr. Joselito B. Blas
Officer-In-Charge

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Fax no. (074) 442-2255
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Officer –In-Charge

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Contact Person: Mr. Abdurrahym S.Y. Macud
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Mandaue City
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Regional Consular Office

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8000 Philippines

Tel. No. 082-285-4885

082-285-1900

Fax No. 082-285-1727 (DFA-Mindanao)

082-285-1552 (RCO Davao)

Email: dfamin@yahoo.com; mindanao.dfa@dfa.gov.ph (DFA-Mindanao)

davaorco@yahoo.com; davao.rco@dfa.gov.ph (RCO-Davao)

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La Union

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Legazpi City

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Fax: (042) 373-1898
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Email: dfa_rcotac@yahoo.com
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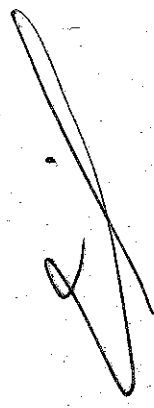
Department of Foreign Affairs
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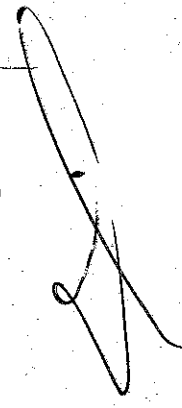


Diplomatic/International Delivery Services for CY 2014 Technical Specifications-Annex C of the MOA

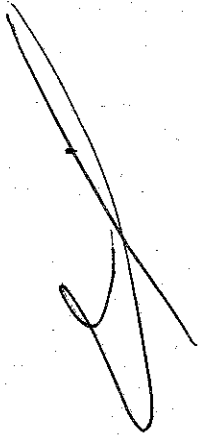
Item	Specification	Statement of Compliance
A.	<p>The Contractor must be capable of handling door-to-door pick-up and delivery of documents, parcels and cargo for outbound international destinations from the Department to the Foreign Services Posts (FSPs).</p> <p>It shall be understood that any reference to the Department of Foreign Affairs (referred to in this TOR as the Department) includes the Central Records Division (CRD) of the Office of Personnel and Administrative Services (OPAS).</p>	
B.	<p>The Contractor shall give the Department a list showing its office addresses in countries where the FSPs are located. In destinations where the Contractor has no established offices, it shall have at least one (1) courier company that will serve as its agent contracted to do the pick-up and delivery services.</p>	
C.	<p>The Contractor's international network of offices must be adequately and properly equipped to perform the foregoing tasks that will ensure the shortest possible transit time for deliveries of the shipment between 2-5 working days.</p>	
D.	<p>The Contractor shall regularly and expeditiously pick up and deliver all outbound and inbound diplomatic pouches from the Department and from the airport, on a daily basis including weekends and holidays on the agreed schedule. Upon specific request of the Department, the Contractor shall also immediately pick up urgent diplomatic pouches on any day, including Saturdays, Sundays and holidays without additional charges.</p> <p>The Department shall not be held liable to pay additional charges for storage fees for inbound diplomatic pouch/es within three (3) days upon arrival of shipment.</p>	
E.	<p>The Contractor shall abide by the comprehensive</p>	



	<p>schedule of pick-up of diplomatic pouches, per attached Department Circular No. 03-12 (Annex "F"). The Incoming Pouch Section of the Department shall receive inbound diplomatic pouches between 8:00 a.m. and 5:00 p.m., Mondays through Fridays.</p> <p>For security reasons and to protect the integrity of diplomatic pouches, only the Contractor's authorized personnel shall pick up and deliver diplomatic pouches and its related documents/airway bills from various shipping/airline cargo offices.</p>	
F.	<p>The Contractor shall be held liable for missing shipment and shall report to the Department regularly as to the status of all shipments.</p> <p>Any irregularities, such as damages to pouch bags, broken seals, incomplete pouch count, etc. shall be reported by the Contractor to the Department upon delivery of the pouches for the latter's appropriate information and action. The Contractor shall submit to the Department a report on its investigation.</p>	
G.	<p>In case of delay, damage to or loss of the diplomatic pouch, the Contractor shall be liable for the contents of the pouch and for all damages as may be provided under the law where it is determined that the delay, damage to or loss of pouch is attributable either to the fault of or negligence on the part of the Contractor. ("Loss of pouch" shall include delay in the delivery of the pouch/es whose contents shall no longer be of use to the Department even if delivered.) The Contractor shall pay to the Department as liquidated damages for such default and not as penalty, the amount of Ten Thousand Pesos (P10,000.00) per day of delay or default in the Contractor's performance of its obligations.</p> <p>Should missing pouches be found later on, it should still be delivered to the consignee at no cost.</p>	
H.	<p>The Contractor shall install a brand new desktop computer with printer, a dedicated telephone line, free of charge, at the Central Records Division for the duration of the Contract. The desktop computer and</p>	



	printer shall be used for preparing necessary documents relative to the diplomatic pouch and shall be returned to the Contractor upon termination of the contract.	
I.	<p>The Contractor shall provide the Central Records Division (CRD) with brand new pouch bags of strong materials in the following quantity and sizes:</p> <p>Extra Large (36" x 25") - 125 pieces Large (29" x 28") - 125 pieces Medium (29" x 24") - 125 pieces Small (25"x 21") - 100 pieces</p> <p>The Contractor shall likewise provide additional 750 pieces of durable pouch locks.</p> <p>The Contractor shall also provide durable and clear plastics to prevent damage from water the boxes of E-Passports to be sent to Foreign Service Posts for the duration of the Contract.</p> <p>Pouch bags, locks and clear plastics must be provided to the Department at no extra cost.</p>	
J.	The Contractor shall establish a working monitoring system with the CRD. The Contractor shall assign one (1) representative to the Central Records Division to ensure close coordination and smooth implementation of the contract.	
K.	Violation/s of any of the provision/s of the Contract shall be grounds for the forfeiture of the performance bond or the payment of liquidated damages to the department.	
L.	The Contract shall also provide provision for crating and insurance charges which should be within the ABC.	
M.	Contract period is from 01 May 2014 to 31 December 2014.	




Technical Specifications

Domestic Delivery Services – Annex D of the MOA

Item	Specification	Statement of Compliance
A.	It shall be understood that any reference to the Department of Foreign Affairs (referred to in this Terms of Reference (TOR) as the DEPARTMENT) includes the DFA Main Office, Office of Consular Affairs in ASEANA Business Park (OCA), Regional Consular Offices, and any Temporary Passport Enrolment Center (TPEC).	
B.	The CONTRACTOR shall undertake door-to-door pick-up and delivery of documents, parcels, and office equipment with appropriate custom crating, for both outbound and inbound domestic destinations between the DEPARTMENT and its Regional Consular Offices (RCOs) and any Temporary Passport Enrolment Center (TPEC), and other outbound delivery services from the DEPARTMENT (Main Office) to other offices (i.e. government, private and embassies and consulates of other countries) within Metro Manila.	
C.	The CONTRACTOR shall provide the DEPARTMENT a list showing the CONTRACTOR's office addresses in the provinces where the RCOs are located.	
D.	The CONTRACTOR shall provide free lease of equipment, for the sole purpose of printing waybills, at the Department (Central Records Division) and OCA premises for the duration of the Contract. The Contractor shall ensure the accessibility, through mobile and telephone system, of its representative at all times.	
E.	The CONTRACTOR shall have reliable ground handling capabilities for origin and destination that will ensure the shortest possible transit time of deliveries to and from the nineteen (19) Regional Consular Offices (RCOs), as well as	



	RCOs, and TPECs that may be opened during the duration of the contract (See Annex B for the list of RCOs).	
F.	The CONTRACTOR shall ensure that the documents, parcel, and cargo are delivered to their intended domestic destinations within twenty-four (24) hours from the date of pick-up.	
G.	The CONTRACTOR shall submit to the DEPARTMENT a daily monitoring report and a consolidated monthly report detailing the status of picked-up or delivered documents, parcels, and cargo.	
H.	<p>The CONTRACTOR shall pick up outgoing documents, parcels, and/or cargo from the DEPARTMENT at:</p> <ul style="list-style-type: none"> DFA Main - between 2:45 p.m. and 3:45p.m. Monday to Friday DFA-OCA (Aseana) - between 4:00 p.m. and 5:00 p.m. Monday to Friday RCOs - on the agreed schedule <p>Upon the DEPARTMENT's request, urgent delivery within Metro Manila shall be picked up and delivered within the same day by the CONTRACTOR, on any day and time, including Saturdays, Sundays and Holidays, without additional charges.</p>	
I.	In case of delay or default in the CONTRACTOR's performance of its obligations, the CONTRACTOR shall pay to the DEPARTMENT as liquidated damages for such default and not as penalty, the amount of One Thousand Pesos (Php1,000.00) per day of delay or default in the CONTRACTOR's performance of its obligations.	
J.	The CONTRACTOR shall deliver incoming documents, parcels, and/or cargo intended for DFA Main at the Incoming Pouch Section, DFA Main Building, 2330 Roxas Blvd, Pasay City and for DFA-OCA, at ASEANA Business Park, Bradco Ave., corner Macapagal Avenue,	



	Parañaque City, between 8:00 a.m. to 5:00 p.m., Monday to Friday.	
K.	Any irregularity or breach in security of parcels, and/or cargo, such as damage to passports, incomplete parcel/document count, etc., shall be immediately reported by the CONTRACTOR to the DEPARTMENT upon delivery, for appropriate information/action of the DEPARTMENT.	
L.	The CONTRACTOR shall indemnify, defend and hold harmless the DEPARTMENT and/or its officers, employees, and its duly authorized representatives from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including third party claims, arising from any loss, damage or delay in the delivery of documents, parcels, and/or cargo.	
M.	The CONTRACTOR shall guarantee the security and integrity of parcels, and/or cargo, as well as ensure that these items are not breached from pick-up to delivery points or vice versa. For this purpose, the CONTRACTOR shall be responsible in providing the necessary security measures, such as but not limited to, provision of couriers on board in destinations where the CONTRACTOR has no personnel or representatives to handle delivery service.	
N.	The CONTRACTOR shall establish a working monitoring system with both the Office of Consular Affairs (OCA) and the Central Records Division of the DEPARTMENT.	
O.	The CONTRACTOR shall comply with all security regulations and requirements regarding pickup and delivery of documents, parcels, and cargo from the DEPARTMENT to RCOs and Metro Manila, and vice versa.	
P.	Contract period is from 01 May 2014 to 31 December 2014.	



MAIL PERMIT NO.: Per MOA signed dated:

CLIENT: DEPARTMENT OF FOREIGN AFFAIRS

ADDRESS: 2330 Roxas Blvd., Pasay City, Metro Manila

Noted by:

Signature Over Printed Name
Authorized Official

Certified Correct:

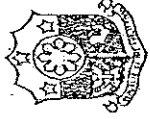
Signature Over Printed Name
Chief/Supervisor

Note:

1. This serves as your billing statement when signed by the Postmaster and/or Chief, BMSSO
2. Please make payments within seven (7) days if you are availing of the Deferred Payment Scheme



Annex "F"



Republika ng Pilipinas

Department of Foreign Affairs

DEPARTMENT CIRCULAR NO. 03-12

SUBJECT: REVISED SCHEDULE OF OUTGOING DIPLOMATIC POUCH

For the information of all concerned, Outgoing Diplomatic Pouch Schedule will be as follows:

M O N D A Y

ATHENS	GENEVA	PARIS
BERLIN	LONDON	THE HAGUE
BERNE	LISBON	ROME
BRASILIA	MADRID	VATICAN
BRUSSELS	MILAN	VIENNA
BUDAPEST	OSLO	WARSAW

T U E S D A Y

BANGKOK	KUALA LUMPUR	SINGAPORE
BRUNEI	MANADO	SYDNEY
CANBERRA	NEW DELHI	TAIPEI
DILI-EAST TIMOR	OSAKA	TOKYO
HANOI	PHNOM PENH	WELLINGTON
JAKARTA-PE	PORT MORESBY	YANGON
JAKARTA PM	SEOUL	

W E D N E S D A Y

AGANA	SAN FRANCISCO	RCO LEGASPI
CHICAGO	TORONTO	RCO LIPA
HONOLULU	VANCOUVER	RCO LUCENA
LOS ANGELES	WASHINGTON DC	RCO PUERTO PRINCESA
MEXICO	SO ANGELES	RCO PAMPANGA
NEW YORK PCO	RCO BACOLOD	RCO TUGUEGARAO
NEW YORK PM	RCO BAGUIO	
OTTAWA	RCO LA UNION	

T H U R S D A Y

ABU DHABI	ISLAMABAD	RCO CAGAYAN DE ORO
AMMAN	JEDDAH	RCO CEBU
BAGHDAD	KUWAIT	RCO COTABATO
BEIRUT	MANAMA	RCO DAVAO
CAIRO	MUSCAT	RCO GEN. SANTOS
DAMASCUS	RIYADH	RCO ILOILO
DOHA	TEHERAN	RCO TACLOBAN
DUBAI	RCO BUTUAN	RCO ZAMBOANGA

F R I D A Y

ABUJA	GUANGZHOU	SHANGHAI
ANKARA	MACAU	TEL-AVIV
BEIJING	MOSCOW	TRIPOLI
BUENOS AIRES	NAIROBI	VIETIAN
CHONGQING	PRAGUE	XIAMEN
DHAKA	PRETORIA	
HONG KONG	SANTIAGO	

To ensure proper monitoring and classification, all pouch materials be turned over to the Central Records Division before 10:00 AM of the days indicated above, while Pouch Committee Members should report for duty at 1:30 PM to enable the closing of the Diplomatic Pouches at 2:00 PM the official cargo forwarder's fetching time is at 3:00 PM.

For strict compliance.

Passay City, DEC 07 2012

[Signature]
RAFAEL E. SEGUIS
Undersecretary for Administration

[Signature]