

Kagawaran ng Pagnapang Panlabas

Department of Foreign Affairs

## NOTICE OF AWARD

16 May 2014

Sir:

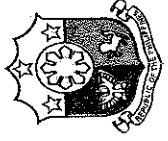
Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in the approved Annual Procurement Plan for CY 2014, the Department of Foreign Affairs is awarding the procurement for the lease of photocopying machine during the hosting of the 2<sup>nd</sup> ASEAN Regional Forum (ARF) Seminar on UNCLOS on 28-29 May 2014 to your firm, ***U-BIX Corporation***, in the amount of *Twenty-One Thousand Two Hundred Pesos (Php 21,200.00)* only, inclusive of all taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,

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

MR. ROBERT C. GASPAR  
Assistant Manager  
U-BIX Corporation  
1344 Angono St.

Rec'd by  
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Kagawaran ng Agnayang Panlabas

Department of Foreign Affairs

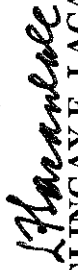
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U-BIX Corporation  
1344 Angono St.

Sr. Sp. Asst. N. Servigon	<i>[Signature]</i>
BAC Chairman E.D. Austria-Garcia	<i>[Signature]</i>
BAC Vice-Chairman J.V. Chan-Gonzaga	<i>[Signature]</i>
BAC Members: E.C. Yulo	<i>[Signature]</i>
G.P. Abiog	<i>[Signature]</i>
G.B. Musor	<i>[Signature]</i>
B.T. L. Santos	<i>[Signature]</i>
End-User Representative:	<i>[Signature]</i>
Asst. Sec. L.T. Cruz	<i>[Signature]</i>
BAC Secretariat:	<i>[Signature]</i>
Head - A.O. Vallespin	<i>[Signature]</i>
A. De Asis-Del Mundo	<i>[Signature]</i>
S.P. Toledo	<i>[Signature]</i>
G.C. Fernandez	<i>[Signature]</i>

8119-14



Kagawaran ng Ugayang Panlabas

Department of Foreign Affairs

OFFICE OF ASEAN AFFAIRS

EXTREMELY URGENT

MEMORANDUM FOR THE CHAIR, BIDS AND AWARDS COMMITTEE

FROM : LUIS T. CRUZ  
Assistant Secretary

SUBJECT : Request for Issuance of DFA Bids and Awards Committee (BAC) resolution for the rental of photocopying machine to be used at the hosting of the 2<sup>nd</sup> ASEAN Regional Forum (ARF) Seminar on UNCLOS to be held on 28-29 May 2014 at Manila Hotel, Manila

DATE : 15 May 2014

ASEAN respectfully requests the DFA Bids and Awards Committee's issuance of a resolution on the rental of photocopying machine to be used during the hosting of the subject meeting on 28-29 May 2014 (exclusive of arrival and departure of delegates/ingress and egress) at Manila Hotel, Manila.

Funding for this activity is chargeable against ASEAN's savings for 2013.

Following is a comparative summary of the attached quotations:

COMPANY NAME	PARTICULARS	AMOUNT (in Php)
U-BIX Corporation	Fixed Rental inclusive of VAT with free 10,000 copies Rate in excess of 10,000 copies -P1.75 per copy (Inclusive of VAT) Inclusive of one in-house technician/operator Inclusive of installation/delivery charge Schedule of in-house technician 8:00 a.m.-5:00 p.m. Send bill	21,200.00
E Copy Corporation	Fixed minimum billing inclusive of VAT with minimum copy volume of 10,000 copies Straight rate at P2.00 per copy per unit Inclusive of Operator/technician - 8:00 a.m. - 4:00 p.m.	24,000.00
Canon Marketing (Phil.), Inc.	Minimum copy charge, free 10,000 copies inclusive of VAT Rate per copy P2.50 (in excess of 10,000 copies) (inclusive of VAT)	25,000.00

Early receipt of the BAC's positive response on this matter would be highly appreciated.



Kagawaran ng Agnang Pang Panlabas

Department of Foreign Affairs

OFFICE OF ASEAN AFFAIRS

EXTREMELY URGENT

MEMORANDUM FOR THE CHAIR, BIDS AND AWARDS COMMITTEE

FROM : LUIS T. CRUZ  
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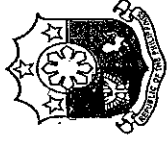
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Early receipt of the BAC's positive response on this matter would be highly appreciated.



OFFICE OF ASEAN AFFAIRS

MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION, OUA

THROUGH : THE ASSISTANT SECRETARY, OFM *DN*

FROM : *[Signature]*  
LUIS T. CRUZ  
Assistant Secretary

SUBJECT : PH Hosting of the 2<sup>nd</sup> ASEAN Regional Forum (ARF) Seminar  
on UNCLOS, Manila, 28-29 May 2014

DATE : 30 April 2014

Further to DFA-ASEAN's memorandum dated 3 March 2014 on the use of the Office's 2013 allotment balance, as approved by OUA (copy attached), DFA-ASEAN respectfully requests approval to allocate an additional **Php5,000,000.00** of its 2013 balance to cover the expenses for subject hosting.

The PH hosting of the 2<sup>nd</sup> ARF Seminar on UNCLOS was originally proposed under the International Commitment Fund (ICF) for 2014. DFA-ASEAN withdrew the proposal via a memorandum to UNIO (cc OUP, OUA and OFM) dated 12 July 2013 after securing funding commitment from Australia, the seminar co-chair. Australia now requests that it share the costs of hosting with PH.

Attached is the abovementioned ICF proposal, for reference.

For the Undersecretary's consideration.

( ☒ ) Approved ( ) Disapproved

*[Signature]*  
LINGLINGAY F. LACANLALE  
Undersecretary for Administration

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CENTRAL RECORDS DIVISION  
DEPARTMENT OF FOREIGN AFFAIRS

28 MAY 2014

*[Signature]*  
LORRAINE M. ESPIRITU  
ACTING DIRECTOR

Enclosure/s: as stated

**A. Description of the Meeting**

Conference Title	:	ARF Seminar on the Promotion of Maritime Security through UNCLOS
Date and Place	:	1 <sup>st</sup> Quarter 2014, Manila

**B. Legal Basis**

At the 17<sup>th</sup> ARF Ministerial Meeting in Ha Noi on 23 July 2010, the Ministers endorsed the holding of a seminar on the United Nations Convention on the Law of the Sea (UNCLOS). Accordingly, the Philippines hosted the ARF Seminar on the on 8-9 March 2011 in Manila. The Seminar provided an opportunity for ARF participants the opportunity to study and learn from experts, and exchange views on how UNCLOS can help promote regional maritime security efforts within the context of the ARF. Discussions in the meeting generated an agreement to hold a follow-up meeting focused on UNCLOS.

In this regard, the Philippines proposed to host an ARF Meeting on Regional Efforts to Promote Maritime Security in the context of UNCLOS in 2013.

The primary objective of the Seminar is to carry on with the discussions of in the ARF Seminar on UNCLOS. The proposed meeting will discuss possible matters with relation to regional maritime issues (e.g. South China Sea), and how UNCLOS can be best utilized to promote maritime security in addressing such issues.

All 27 participants to the ARF, including the Philippines, the ASEAN Secretariat and other international organizations related to the Workshop's objectives will be invited to attend the meeting.

**C. Justification on Alignment with the Key Result Areas (KRA) of the President's Social Contract with the Filipino People**

The Meeting fulfills the following key result areas of the President' Social Contract:

- 1) Transparent, accountable and participatory governance
  - The Meeting will serve as a Track-1.5 event as it will gather government experts on maritime issues from ARF participants as well as maritime experts from non-government organizations to serve as resource persons. Hence, the Meeting is a multi-stakeholder activity aimed at gathering views on how to utilize UNCLOS to promote maritime security efforts within the context of the ARF. As the host of this event, the Philippines has the opportunity to invite not only local experts but also observers from different government agencies that are involved in national maritime security matters as well as representatives of think-tanks and academic institutions. The Meeting goes in line with transparent, accountable and participatory governance as it seeks to generate open and inclusive discussions that would redound to the enhancement of maritime security in the Asia-Pacific region and benefit the Philippines.

- 2) Just and lasting peace and the rule of law

In view of the various maritime security issues facing the Philippines, the Meeting is a good opportunity for highlighting the country's commitment to enhancing maritime security in the Asia-Pacific region within the context of the ARF and for gathering insights on UNCLOS and other relevant topics vis-à-vis maritime security in the region. This hosting will also serve as an opportunity for networking and informal discussions on maritime security matters within the context of the ARF, which would help national efforts in enhancing the capacity of relevant personnel and identifying possible changes in existing policies on national maritime security.

#### D. Expected Outcome/s

The Meeting should be able to produce concrete recommendations on how to use UNCLOS to enhance maritime security in the Asia-Pacific region. These recommendations will help ARF Participants, including the Philippines, in terms of applying UNCLOS and other international maritime legal conventions or maritime legal norms in helping address existing territorial and maritime disputes. More importantly, the Seminar will have highlighted key maritime issues in the Asia-Pacific region that are relevant to UNCLOS and help the Philippines address its own maritime issues.

#### E. Post-Conference Output Integration Plan

##### 1) Inter-Office and Inter-Agency Meetings

- This series of meetings aims to evaluate the conduct of the ARF Meeting and determine how PH interests in maritime security in the context of the ARF could be enhanced based on the outcomes of the ARF Meeting.

##### 2) Stakeholder Consultations

- This series of meetings aims to gather the views of various stakeholders from both government and policy think-tanks concerned with regional (Asia-Pacific) and national maritime security issues on a possible follow-up activity to the ARF Meeting and inputs for new initiatives that could be incorporated into the ARF Work Plan on Maritime Security (MS).

#### F. Participants

The Participants of the Seminar include maritime experts from the 27 ARF participants and representatives from the ASEAN Secretariat.

Budget:

- Participation

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DEPARTMENT OF FOREIGN AFFAIRS

08 MAY 2014

*Lorraine M. Espiritu*  
LORRAINE M. ESPIRITU  
ACTING DIRECTOR

##### 1. No. of Stay/Day

Activities	No. Of Stay/Day
Arrival	1
Meeting	2
Departure	1
Total	4

##### 2. Participating Delegation



Participants	Total
Four (4) Participants from each 27 ARF Member Countries	108
Twenty Participants from other International Organizations related to ARF ISM NPD	20
Two (2) ASEAN Secretariat Officials	2
10 Speakers	10
<b>Total</b>	<b>140</b>

### 3. Administrative and Substantive Secretariat

Participants	Total
One (1) Head, Administrative	1
One (1) Special Disbursing Officer	1
Two (2) Rapporteurs	2
Three (3) Registration & Documentation Officers	3
Four (4) Conference Officers & Physical Arrangement Team	4
Four (4) Protocol Officers	4
Two (2) Transportation, Property & Supplies Officers	2
Two (2) Hotel and Food Arrangements Officers	2
Two (2) Technical Support / MIS / Engineering	2
One (1) PISU Photographer	1
<b>Total</b>	<b>22</b>

### G. Program of Activities (Tentative)

#### Day 1

A.M./P.M.

- Arrival of Delegates

#### Day 2

8:00 – 8:30 A.M.	-	Registration
8:30 – 8:45 A.M.	-	Opening Remarks and Group Photo
8:45 – 9:00 A.M.	-	Break
9:00 – 10:30 A.M.	-	Plenary Session of the ARF Meeting
10:30 – 10:45 A.M.	-	Coffee Break
10:45 – 12:00 N.N.	-	Plenary Session of the ARF Meeting
12:00 – 1:30 P.M.	-	Lunch
1:30 – 3:00 P.M.	-	Plenary Session of the ARF Meeting
3:00 – 3:15 P.M.	-	Coffee Break
3:15 – 5:00 P.M.	-	Plenary Session of the ARF Meeting
7:00 – 9:00 P.M.	-	Welcome Dinner

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DEPARTMENT OF FOREIGN AFFAIRS

08 MAY 2014

*Lorraine M. Espiritu*  
LORRAINE M. ESPIRITU  
ACTING DIRECTOR

Day 2

9:00 – 10:30 A.M.	-	Plenary Session of the ARF Meeting
10:30 – 10:45 A.M.	-	Coffee Break
10:45 – 12:00 N.N.	-	Plenary Session of the ARF Meeting
12:00 – 1:30 P.M.	-	Lunch
1:30 – 3:00 P.M.	-	Plenary Session of the ARF Meeting
3:00 – 3:15 P.M.	-	Coffee Break
3:15 – 4:30 P.M.	-	Plenary Session of the ARF Meeting
4:30 – 4:45 P.M.	-	Presentation of Co-Chairs' Summary Report
4:45 – 5:00 P.M.	-	Wrap-up and Closing Remarks by Co-Chairs

H. Detailed Expenditures in Peso

- Projected Expenditures in Pesos

1. Accommodation

Delegations	Cost/Room (Approx)	No. of Days/Nights	Total
Speakers	10 Single Rooms x 12,000	3	360,000.00
Head of Delegation	1 Single Room x 12,000	3	36,000.00
Philippine Delegation	4 Single Rooms x 9,000.00	3	108,000.00
Philippine Secretariat Rooms	12 Double Rooms x 7,000.00	3	252,000.00
<b>Total</b>			<b>756,000.00</b>

2. Rental of Function Rooms

Delegations	Cost/Room (Approx)	No. of Days	Total
Ballroom (minimum guarantee of 100 persons)	100,000	2	200,000.00
<b>TOTAL</b>			<b>200,000.00</b>

3. Transportation

Transportation Requirements	Cost/Vehicle	No. of Days	Total
Five (Passenger Vans (dedicated for Delegates x 5	P10,000/day + OT	4	200,000.00

08 MAY 2014

*Lopez*  
LORRAINE M. ESPIRITU  
ACTING DIRECTOR

-arrival and departure, and for Secretariat use)			
<b>Total</b>			<b>200,000.00</b>

4.

**Meals**

Meal Requirement	Cost/per meal (Approx)	No. of Pax	Total
One (1) Welcome Dinner	P2,100.00/pax	175	367,500.00
Two (2) Dinners	P1,900.00/pax x 2	40	152,000.00
Buffet Luncheons and AM/PM Snacks	P1,800/pax (with 10% service charge and prevailing government tax) x 2	175	630,000.00
<b>Total</b>			<b>1,149,500.00</b>

5.

**Miscellaneous Expenses**

Projected Expenditures	Budget	Total
Preparatory Activities (meetings, snacks, transportation, communication, supplies, ocular inspections)	200,000.00	200,000.00
Supplies	300,000.00	300,000.00
Printing of Meeting Materials (stationary pads, report cover, invitation cards, luggage tags, IDs, etc)	250,000.00	150,000.00
Rental of the following equipment: One (1) heavy duty photocopier	P60,000 min. of 60,000 copies	60,000.00
Four (4) computers	P10,000/day x 4 x 3 days	120,000.00
Four (4) printers	P2,000/day x4 x 3 days	24,000.00
Two (2) Laptops	P5,000/day x 2 3 days	30,000.00
Closed Circuit system with 6 units 42" LCD Monitors Plasma TV	P50,000 for 2 days	50,000.00
LCD Projector	P8,500.00 x 2 days	17,000.00
Internet Connection	2,000.00 x 5 units x 2 days	20,000.00
IDD/NDD Connection		7,000.00
Allowances for Conference Secretariat: Cellphone Cards) at P500/pax	P500/pax X 25	12,500.00
Prepaid Kits for Smart-Bro	P300 x 27 x 2	16,200.00
Airfare for Speakers	150,000.00 x 10	1,500,000.00
Terminal Fee	750 x 10	7,500.00
Cultural Presentation	50,000	50,000.00
Conference Kit	1500 x 130 pax	195,000.00
Back Drop	5,000	5,000.00
<b>Total</b>		<b>2,764,200.00</b>

08 MAY 2014

*Lorraine M. Espiritu*  
LORRAINE M. ESPIRITU  
ACTING DIRECTOR

6.

PROJECTED EXPENDITURES	SUB-TOTALS
81. Accommodations	756,000.00
2. Function Room Rental	200,000.00
3. Transportation	200,000.00
4. Meals	1,149,500.00
5. Miscellaneous Expenses	2,764,200.00
Total	5,069,700.00
ADD: 15% Contingency Allowance	760,455.00
<b>GRAND TOTAL:</b>	<b>5,830,155.00</b>
	Php

• Work Program

Date (Tentative)	Event
<p>December 2013-March 2014</p> <p>CERTIFIED TRUE COPY CENTRAL RECORDS DIVISION DEPARTMENT OF FOREIGN AFFAIRS</p> <p>08 MAY 2014 <i>Lorraine M. Espiritu</i> LORRAINE M. ESPIRITU ACTING DIRECTOR</p>	<p>Conduct Inter-Office and Inter-Agency Meetings for Discussions on Substantive and Administrative Arrangements:</p> <ul style="list-style-type: none"> <li>• Substantive (setting of agenda; consolidation of PH positions and presentations; formation of Philippine Delegation; forming list of invited speakers and observers)</li> <li>• Administrative (program of activities; budget approval and release; procurement of equipment/supplies; physical arrangements at venue; hotel booking; registration of delegates' information; flight details and hotel reservation; formation of Philippine Secretariat)</li> </ul>
December 2013-March 2014	<p>Conduct Consultations with Co-Chair (Australia) and with other ARF Participants:</p> <ul style="list-style-type: none"> <li>• Preparatory meetings with diplomatic counterparts on administrative and substantive arrangements</li> <li>• Regular exchange of information with Co-Chair and with ARF Participants</li> </ul>
3 <sup>rd</sup> week of March 2014	<p>Set-up and Conduct of the Meeting</p> <ul style="list-style-type: none"> <li>• Finalization of delegates' list.</li> </ul>

	speakers' list, observers' list and physical arrangements <ul style="list-style-type: none"> <li>• Activation of Secretariat and Setting up of Meeting venue/s</li> <li>• Hosting of the Meeting</li> <li>• Preparation and distribution of meeting kits and souvenirs</li> </ul>
March-April 2014	Wrap up <ul style="list-style-type: none"> <li>• Accounting of all equipments/supplies procured and documents collected</li> <li>• Evaluation of meeting outcomes and Secretariat performance</li> </ul>

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DEPARTMENT OF FOREIGN AFFAIRS

08 MAY 2014

*Lorraine M. Espiritu*  
LORRAINE M. ESPIRITU  
ACTING DIRECTOR

MATRIX FOR PHOTOCOPYING MACHINE

NAME OF COMPANY	PARTICULARS	AMOUNT (in Php)
U-BIX Corporation	Fixed rental of machine (inclusive of VAT) Free 10,000 copies Rate in excess of 10,000.00 – P1.75 per copy (VAT inclusive) Inclusive of 1 in-house technician/key operator Inclusive of installation/delivery charge Schedule of in-house technician/key operator – 8:00 a.m.-5:00 p.m.	21,200.00
E Copy Corporation	Fixed minimum billing (inclusive of VAT) Straight rate at P2.00 per copy per unit (inclusive of VAT) Minimum copy volume of 10,000 copies Inclusive of operator/technician – 8:00 a.m. – 4:00 p.m.	24,000.00
Canon Marketing, Inc.	Minimum copy charge (inclusive of VAT) Free 10,000.00 Rate per copy P2.50/copy (in excess of 10,000 copies) (inclusive of VAT)	25,000.00



May 8, 2014

**MR. LUIS T. CRUZ**  
**OFFICE OF ASEAN AFFAIRS**  
**DEPARTMENT OF FOREIGN AFFAIRS**  
2330 Roxas Boulevard, Pasay City

Dear Mr. Cruz:

We are glad to inform you that we will accommodate your request for temporary rental arrangement of U-bix copying machine for the 2<sup>nd</sup> ASEAN Regional Forum (ARF) Seminar on UNCLOS on May 28-29, 2014.

Hereunder are our terms and conditions:

1. **Number of Unit and machine model**  
One (1) Konica Minolta Bizhub 501/362/423  
✓ 50/36/42 Copies/Print Per Minute  
✓ With Automatic Document Feeder

2. **Rental Rates:**

**Fixed Rental for the machines: P21,200.00 (VAT INCLUSIVE)**  
**(With FREE 10,000 copies )**

Rate in excess of 10,000 copies shall be **P1.75 per copy (VAT Inclusive)**  
Inclusive of One In-house Technician/Key Operator  
Inclusive of Installation/Delivery Charge

**Schedule of In-house Technician/Key Operator:**

- May 28, 2014(Wednesday) – 8:00a.m-5:00p.m
- May 29, 2014(Thursday) – 8:00a.m-5:00p.m

**Note: Please see attached ANNEX A for Key Operator/Technician overtime rates to be billed separately.**

3. To ensure smooth delivery and pull-out of the units, please ensure that your assigned personnel authorized to receive/release the machine in the above-mentioned area are present during the schedule date and time.
4. In the event that installation or pull-out of the unit will be beyond 5:00 pm, overtime work rendered by our Installation Engineer, driver and helper will be charge to you accordingly. In case of cancellation with less than 24-hours notice, **OFFICE OF ASEAN AFFAIRS (the User)** shall be charge of the incurred expenses.

**U-BIX CORPORATION**

1344 Angono Street, Makati City  
1200 Manila, Philippines  
Tel. No.: (632) 897-6819  
Fax No.: (632) 897-6805  
[www.ubix.com.ph](http://www.ubix.com.ph)



5. **OFFICE OF ASEAN AFFAIRS** (*The User*) shall take care of the U-BIX machine/s. Any damage to the machine due to improper operation of authorized person or during relocation or loss shall be charged to, and paid for by User the corresponding amount of machine.

If you are agreeable with the above terms kindly signify your conformity by signing on the space provided below. Please send this by return FAX **890-7510**

Thank you very much for your trust and confidence in us.

Very truly yours



**ROBERT C. GASPAR**  
Asst. Manager  
(02) 897-6819/890-6442  
(0922) 8324152

**Conforme** : \_\_\_\_\_  
(Print name & Sign)

**DATE** : \_\_\_\_\_





**ANNEX A**

May 7, 2014

**MR. LUIS T. CRUZ**  
**OFFICE OF ASEAN AFFAIRS**  
**DEPARTMENT OF FOREIGN AFFAIRS**  
2330 Roxas Boulevard, Pasay City

Dear **Mr. Cruz**:

Good Day! We are pleased to **submit our quotation for a Temporary Key Operator**. Hereunder is our formal quotation for your approval.

Daily Rate without VAT P652.91/day

Monthly Rate (x 22 days) without 12% VAT P14,304.06  
with 12% VAT P16,020.55

Overtime Rates are as follows: (VAT Exclusive)

Regular Rate per hour (without ECOLA) P81.61/hr  
Regular Overtime (x 1.25) per hour P102.02/hr

Sundays and Holidays (x 1.30) per hour P106.10/hr  
Legal Holidays (x 2.50) per hour P204.03/hr  
Night Differential – Regular rate /hr (x1.43) P113.56/hr  
(between 10pm-6am)

(All rates are exclusive of 12% VAT)

**The Key Operator assigned to you will do the following duties and responsibilities:**

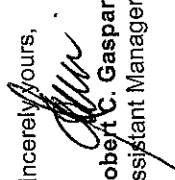
1. He will maintain the U-BIX machine installed in your office. This includes cleaning of the machine, consumable replacement and trouble shooting so that good copies are produced at all times.
2. He will ensure that all copying requirement are met on time.
3. He will be reporting from 8:00 AM to 5:00 PM (can be adjusted to suit your working hours) from Monday to Friday, Saturday or any overtime work shall likewise be charged based on the above rates.

If you are agreeable with the above propositions, please signify your conformity on the space provided below and fax it back at **890-7510**.

If you need further assistance regarding this matter, please do not hesitate to call us at **897-6819**.

Thank you very much for the trust and confidence in us.

Sincerely yours,

  
**Robert C. Gaspar**  
Assistant Manager

CONFORME :

(Print & Sign)

DATE :



**U-BIX CORPORATION**

1344 Angono Street, Makati City  
1200 Manila, Philippines  
Tel. No.: (632) 897-6819  
Fax No.: (632) 897-6805  
[www.ubix.com.ph](http://www.ubix.com.ph)



May 8, 2014

**DEPARTMENT OF FOREIGN AFFAIRS**  
*Roxas Boulevard, Pasay City*

Dear **Sir/Madam**:

In behalf of E-Copy Corporation, we thank you for the opportunity in allowing us to submit our rental scheme on the SHARP Copier for your kind consideration and favorable approval as follows:

**PROPOSED SYSTEM:**

Straight Rate at P2.00 per copy per unit  
Inclusive of VAT  
**FIXED MINIMUM BILLING OF P24,000.00**  
VAT Inclusive  
Minimum Copy Volume of 10,000 copies  
Inclusive of Operator/Technician

**SHARP COPIER SERVICE AND SUPPLIES AGREEMENT (SCSSA)**

This basically cover unlimited service and emergency call (8:00 AM – 4:00 PM), Full parts replacement, periodic preventive maintenance and supply of consumables like Drum, Toner, Developer beads, etc. EXCEPT copy paper.

We are certain that **DEPARTMENT OF FOREIGN AFFAIRS** will realize the benefits our E-Copy machines can give in satisfying your photocopying requirements.

Thank You.

Very Truly Yours,

  
**Jonathan Dela Cruz**  
Business Dev't Assistant



May 8, 2014

**DEPARTMENT OF FOREIGN AFFAIRS**

Roxas Boulevard, Pasay City

Dear Sir:

*Greetings from CANON Marketing (Philippines), Inc.*

Thank you very much for giving us an opportunity to offer our products and service.

**RATES:**

**Minimum Copy Charge of P 25,000.00**

**FREE 10,000 copies**

**Rate per copy: P 2.50 per copy (in excess of 10,000 copies)  
Inclusive of VAT**

Should you need additional information and/or clarification, please feel free to get in touch with us .


We sincerely look forward to receiving your valued order.

Thank you very much.

Very truly yours,

  
**MERVIN AMBOSIO**  
Sales Consultant

Noted by:

  
**ERIKSON SANCHEZ**  
Sales Supervisor



**PhilGEPS**

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

Help

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 2647158  
**Procuring Entity** DEPARTMENT OF FOREIGN AFFAIRS - MAIN  
**Title** Lease of Photocopying Machine for the 2nd ASEAN Regional Forum on UNCLOS on 27-30 May 2014  
**Area of Delivery** Metro Manila

Solicitation Number:		BAC-144-2014	Status	Active
Trade Agreement:		Implementing Rules and Regulations	Associated Components	1
Procurement Mode:		Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:		Goods	Document Request List	3
Category:		Office Equipment	Date Published	09/05/2014
Approved Budget for the Contract:		PHP 25,000.00	Last Updated / Time	09/05/2014 00:00 AM
Delivery Period:		3 Day/s	Closing Date / Time	16/05/2014 22:00 PM
Client Agency:				
Contact Person:		Sherwin Toledo Secretariat 2330 Roxas Blvd, Pasay City Metro Manila Philippines 1300 63-02-8344621 63-02-8319584 bac.secretariat@dfa.gov.ph		
Description				
Requirements:				
		- with automatic document feeder - with delivery, installation and pull-out of item - with operator/technician assigned at the entire event		

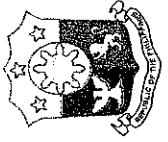
**Created by** Sherwin Toledo

**Date Created** 08/05/2014

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Kagawaran ng Agnang Pang Panlabas

Department of Foreign Affairs

OFFICE OF FISCAL MANAGEMENT

CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **FIVE MILLION PESOS ONLY (Php 5,000,000.00)** is available to cover expenditures for the hosting of the 2<sup>nd</sup> ASEAN Regional Forum (ARF) Seminar on UNCLOS in Manila from 28-29 May 2014, chargeable against ASEAN's MOOE, subject to existing accounting and auditing rules and regulations

Funds provided for the purpose will be valid up to 31 December 2014.

This Certification is issued for whatever lawful purpose it may serve.

For the Assistant Secretary:

  
ALWAR E. ROSALES  
Department Chief Accountant

12 May 2014

CERTIFIED TRUE COPY  
CENTRAL RECORDS DIVISION  
DEPARTMENT OF FOREIGN AFFAIRS

  
13 MAY 2014  
LORRAINE M. ESPIRITU  
ACTING DIRECTOR



**2<sup>nd</sup> ASEAN REGIONAL FORUM SEMINAR ON UNCLOS**  
**28-29 May 2014**  
**Manila, Philippines**

**ADMINISTRATIVE ARRANGEMENTS**

**1. Conference Date and Organisers**

The 2<sup>nd</sup> ASEAN Regional Forum (ARF) Seminar on UNCLOS will be held in Manila, Philippines from 28 to 29 May 2014.

The Workshop is being organised by the Governments of the Philippines and Australia.

**2. Venue**

The Workshop will be held at the Manila Hotel. Details are:

**Manila Hotel**

One Rizal Park, Manila, Philippines

Tel +632 527 0011

Fax +632 527 5348

Email

[www.manila-hotel.com.ph](http://www.manila-hotel.com.ph)

**3. Participation**

ARF members are invited to nominate three (3) participants to take part in the Workshop. While technical expertise in the law of the sea is not essential to attend the workshop, participants should have an understanding of their national approaches to law of the sea issues across a spectrum of activities, which might include marine environment, fisheries, offshore exploration, maritime regulation and enforcement.

**4. Registration and Identification Badges**

All participants are requested to complete the **Participant Registration Form** attached (**Annex A**) and e-mail it to [designated Australian DFAT officer email address] and [jahzeelgcruz@yahoo.com](mailto:jahzeelgcruz@yahoo.com) by **23 May 2014** at the latest.

Registered participants will be issued with an identification (ID) badge which will allow entry to the Seminar conference rooms. ID Badges will be available for collection in the foyer of the [name of hotel] from 16:00-18:00 on Tuesday, 27 May 2014 and outside the entrance to the Seminar conference room from 08:30–09:00 on 28 and 29 May 2014. For security reasons, ID badges must be worn and visible at all times. The organisers reserve the right to decline entry to any unidentified personnel.

Participants should provide any papers or other documentation they would like circulated in the Workshop to [designated Australian DFAT officer email address] and jahzeelgacruz@yahoo.com by 23 May 2014.

## 5. Workshop conduct

Details of the seminar are contained in the **Draft Program (Annex B)**.

## 6. Logistical Arrangements

The organisers will cover the costs of the Workshop facilities, including meals as scheduled in the program. All other costs of participation (airfares, hotel accommodation, breakfast, airport transfers, etc) will be borne by the participant.

### a. Accommodation

We recommend participants stay at the Seminar venue, the Manila Hotel. Participants are requested to complete the **Hotel Reservation Form** attached (**Annex C**) before 23 May 2014. The form should be sent by email to [hotel reservation contact email address] or by fax at [hotel reservation fax number].

To obtain the following special rates for participants attending the Seminar, please use the attached form. These rates are only available for registrations before [date] 16 May 2014.

Room type	Rate (per room night)
Grand Deluxe Room (with breakfast and internet)	PHP6,000 nett (USD135* nett)
Superior Deluxe Room (with breakfast and internet)	PHP6,500 nett (USD146* nett)
* Exchange rate: USD1.00 = PHP44.36 as of 7 May 2014	

Note: Rates are net of VAT, inclusive of local tax and service charge.

### b. Flights

It is anticipated that participants will arrange flights to arrive in Manila, Philippines (Manila Ninoy Aquino International Airport (NAIA)), which is located approximately 7 km from the city centre of Manila) on Tuesday, 27 May 2014 and return to their respective countries on Friday, 30 May 2014.

### c. Airport Transfer

Participants are expected to arrange for their own transportation between the Ninoy Aquino International Airport and the hotel. Airport taxis are available at the arrival area exit.

### d. Meals

Lunch will be provided on each day of the Workshop. A Welcome Dinner has been organised for all participants on the evening of Wednesday, 28 May 2014. All other meals are the responsibility of participants. Participants with any special dietary requirements should advise this on the registration form.

#### **7. Immigration (Visa) Requirements**

Information on entry visa requirements to the Philippines is found in the Summary of Visa Requirements (**Annex D**). Please refer to your country's specific requirements for proper compliance.

#### **8. Insurance and Medical Facilities**

Participants are responsible for any insurance or medical expenses they incur.

#### **9. Electricity**

The domestic main electricity supply in The Philippines is 220V/60Hz, plug type A, B, C.

#### **10. Contact Persons**

For further information with regard to the Workshop, please contact:

**Mr. Peter Macfarlane** (DFAT, Australia)  
[peter.macfarlane@dfat.gov.au](mailto:peter.macfarlane@dfat.gov.au) and copied to [jennifer.chen@dfat.gov.au](mailto:jennifer.chen@dfat.gov.au)

**Mr. Daniel Espiritu** (DFA, Philippines)  
[danspri2@gmail.com](mailto:danspri2@gmail.com) and copied to [jahzeelgcruz@yahoo.com](mailto:jahzeelgcruz@yahoo.com)



30 April 2014

Dear Colleagues

ASEAN Regional Forum Second Seminar on the United Nations Convention on  
the Law of the Sea (UNCLOS),  
Manila, Philippines, 28-29 May 2014

The Governments of the Philippines and Australia have the honour to co-chair the second ARF Seminar on UNCLOS and are pleased to invite you to participate in the Seminar.

The seminar is based on the concept paper ARF ministers agreed to in July 2013. It will build on the work of the first ARF UNCLOS Seminar in 2011 and the clear interest ARF members have in continuing to raise their awareness and understanding of UNCLOS and how its provisions relate to the region. The Seminar will cover a wide range of elements within UNCLOS, with a focus on implementation and practice, cooperation, dispute settlement, and current issues such as ongoing discussions in the UN context on marine biodiversity beyond national jurisdiction.

The format will allow participants to share national perspectives, foster a common understanding of approaches to implementation of key provisions, and make a practical contribution to regional maritime domain awareness in support of the ARF Hanoi Plan of Action. Respected academic experts on the law of the sea issues will introduce sessions and facilitate wider discussion.

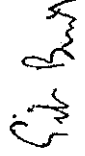
The Seminar will benefit ARF member country officials working on law of the sea issues or those with at least a foundation understanding of UNCLOS.

The draft program and administrative arrangements will be distributed shortly.

Yours sincerely



Evan P. Garcia  
Undersecretary for Policy  
Department of Foreign Affairs  
Philippines



Gillian Bird  
Deputy Secretary  
Department of Foreign Affairs and Trade  
Australia

**Second ARF Seminar on UNCLOS**  
**Manila, Philippines**  
**PROVISIONAL AGENDA**

WEDNESDAY 28 MAY 2014 – DAY 1			
Time	Agenda Item	Content	Comments
08:30 – 09:00	REGISTRATION		
09:00 – 09:20	OPENING SESSION	Opening remarks Adoption of Agenda	Co-Chairs
09:20 – 10:40	SESSION 1	<b>UNCLOS: Implementation and Practice</b> <b>1. Maritime zones</b> ➤ Rights and responsibilities in the exclusive economic zone ➤ Rights and responsibilities on the high seas	Expert presentation followed by discussion
10:40 – 11:00	COFFEE BREAK		
11:00 – 12:30	SESSION 1 – Continued	<b>2. Maritime boundary delimitation: recent ICJ jurisprudence</b> ➤ Nicaragua v Colombia ➤ Peru v Chile	Expert presentation followed by discussion
12:30 – 13:00		<b>UNCLOS Institutions: the Commission on the Limits of the Continental Shelf</b>	Expert presentation
13:00 – 14:00	LUNCH		
14:00 – 15:30	SESSION 2	<b>UNCLOS: Implementation and Practice</b> <b>3. Freedom of navigation (including overflight)</b> <b>4. Naval perspectives</b>	Expert presentation followed by discussion
15:30 – 15:50	COFFEE BREAK		
15:50 – 17:00	SESSION 3	<b>Cooperation under UNCLOS</b> <b>1. Overview</b> ➤ Enclosed or semi-	Expert presentation followed by relevant

Figure 1 is a schematic representation of the experimental design. It shows a sequence of events: a subject is presented with a stimulus (a face), then a response is recorded (a button press), and finally, a reward is delivered (a coin). The sequence is labeled 'Stimulus', 'Response', and 'Reward'.

2

**Second ARF Seminar on UNCLOS**  
**Manila, Philippines**  
**PROVISIONAL AGENDA**

THURSDAY 29 MAY 2014 – DAY 2			
Time	Agenda Item	Content	Comments
09:00 – 10:30	SESSION 3 – Continued	Cooperation under UNCLOS	
		6. Practical example 5: Regional Fisheries Management Organisations (RFMOs)	Expert presentation & discussion
		7. Practical example 6: Piracy	Expert presentation & discussion
10:30 – 11:00	COFFEE BREAK		Country discussants: <i>tba</i>
11:00 – 12:30	SESSION 4	Dispute settlement	
		1. Overview of UNCLOS Part XV	Expert presentation followed by discussion
		2. Case-study: International Tribunal for the Law of the Sea (Bangladesh v Myanmar)	Country discussants: <i>tba</i>
12:30 – 13:30	LUNCH		
13:30 – 14:45	SESSION 4 – Continued	Dispute settlement	
		3. Case study: ITLOS Cases on Provisional Measures and Prompt Release of Vessels and Crews	Country discussants: <i>tba</i>
14:45 – 15:10	COFFEE BREAK		

Second ARF Seminar on UNCLOS  
Manila, Philippines  
PROVISIONAL AGENDA

Time	Agenda Item	Content	Comments
15:10 — 16:00	SESSION 5	Current issues for UNCLOS ➤ Biodiversity beyond national jurisdiction (BBNJ)	Expert presentation & discussion
16:00 — 17:00	CLOSING SESSION	Discussant remarks  Closing remarks	Designated Discussants  Co-Chairs
17:00	DEPARTURE		



Kagabaran ng Mayapang Panlabas

Department of Foreign Affairs

OFFICE ORDER NO. \_\_\_\_\_

Effective immediately, the following officers and staff of the Department of Foreign Affairs (DFA) shall compose the Secretariat for the 2<sup>nd</sup> ARF Seminar on UNCLOS, to be held in Manila, Philippines on 28-29 May 2014 (exclusive of pre and post-meeting secretariat work).

PHILIPPINE SECRETARIAT

Coordinator

Mr. DANIEL R. ESPIRITU, CARMIN, Director, ASEAN

Rapporteurs

Mr. JAHZEEL ABIHAIL G. CRUZ, FSOIV, ASEAN

Ms. MAJELLA CRISTY PUA-DIEZMOS, FSO IV, ASEAN

Ms. RHEA LORRAINE B. LORENZO, Contractual, ASEAN

Committee on Registration and Documentation

Ms. TERESA P. PARAN, FSSE I, ASEAN

Ms. MELANIE D. BUTIC, FSSO IV, ASEAN

Ms. MARIA FRANCESCA ISABEL C. SALAZAR, Contractual, ASEAN

Ms. STARLET E. TAGUDANDO-DE ASIS, Contractual, ASEAN

Committee on Conference Services and Socials

Ms. MA. THERESA JESUSA F. ALBANO, FSSO II, ASEAN

Mr. GENARO JOSE MA. SIMPAO, FSSE I, ASEAN

Committee on Hotel and Physical Arrangements

Mr. REYNALDO D. CALAGUIAN, FSSE I, ASEAN

Mr. JOSE RAMON E. FERRER, Contractual, ASEAN

Committee on Engineering and Technical Services

Mr. FLORO T. BELAGIO, Contractual, OPAS-PMTD

Mr. MARK ANTHONY Z. GEGUERA, Contractual, MIS

SDO/Finance

Ms. MELITA J. VILLANUEVA (SDO), FSSO III, ASEAN

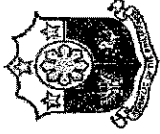
The above-mentioned officers and staff may be assigned other responsibilities when the need arises.

They shall be excused from their regular duties at their respective offices during the preparations and actual meeting and shall be entitled to actual overtime payment, including Saturdays and Sundays, and other allowances as may be allowed under existing rules and regulations, chargeable against their respective offices (for Regular Employees) or against the Passport Revolving Fund (for Contractual Employees).

Pasay City,

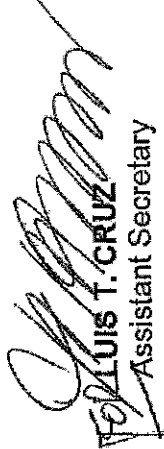
LINGLINGAY F. LACANLALE  
Undersecretary for Administration

13 pcy



MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION

THROUGH : THE UNDERSECRETARY FOR POLICY  
THE ASSISTANT SECRETARY, OPAS  
THE ASSISTANT SECRETARY, OFM

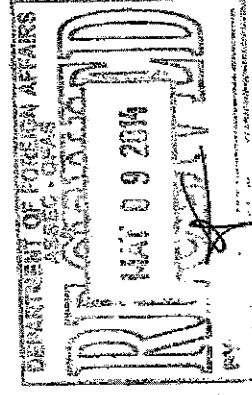
FROM :   
FERDINAND T. CRUZ  
Assistant Secretary

SUBJECT : Office Order for Philippine Hosting of the 2<sup>nd</sup> ARF  
Seminar on UNCLOS, Manila, 28-29 May 2014

DATE : 6 May 2014

Attached is draft Office Order for DFA staff to be involved in the Philippine hosting of the 2<sup>nd</sup> ARF Seminar on UNCLOS, to be held in Manila, Philippines on 28-29 May 2014 (exclusive of pre and post-meeting secretariat work).

For the Undersecretary's consideration.



DEPARTMENT OF FOREIGN AFFAIRS  
2330 Roxas Boulevard, Pasay City

ANNUAL PROCUREMENT PLAN FOR 2014

CODE (PAP)	PROGRAM / ACTIVITY / PROJECT	PMO / END-USER	MODE OF PROCUREMENT	SCHEDULE OF EACH PROCUREMENT ACTIVITY										SOURCE OF FUNDS	ESTIMATED BUDGET (PHP)		REMARKS/ACTIVITY (BRIEF DESCRIPTION)		
				PRE-PROC CONFERENCE	ADS / POSTING OF ITS	PRE-BID CONF	SUB / OPENING OF BIDS	BID EVAL	POST-QUAL CONF	NOTICE OF AWARD	CONTRACT SIGNING	NOTICE TO PROCEED	DELIVERY / COMPLETION		ACCEPTANCE / TURNOVER	PS		MOOE	CO
	DIGITAL VOICE RECORDER	QUIER	ALTERNATIVE MODE							CY 2014						GF		30,940.00	
	LED TV 42"	QUIER	ALTERNATIVE MODE							CY 2014						GF		45,000.00	
	LED TV SMALL	QUIER	ALTERNATIVE MODE							CY 2014						GF		22,000.00	
	FACSIMILE TRANSRECEIVER	QUIER	ALTERNATIVE MODE							CY 2014						GF		3,562.00	
	MEDIA SHREDDER	QUIER	ALTERNATIVE MODE							CY 2014						GF		25,000.00	
	EXTERNAL HARD DRIVE	QUIER	ALTERNATIVE MODE							CY 2014						GF		3,902.32	
																GF			
	TOTALS																3,256,922,504.91	674,834.32	3,257,597,339.23
	PHILIPPINE HOSTINGS - INTERNATIONAL COMMITMENTS FUNDS 2014																ICF FUNDS		
	ASEAN REGIONAL FORUM SEMINAR ON MARITIME SECURITY THROUGH UNCLOS, 1ST QUARTER	ASEAN	ALTERNATIVE MODE							CY 2014						ICF			PER NEP
	HOTEL ACCOMMODATION	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	386,000.00		PER NEP
	RENTAL OF FUNCTION ROOM	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	400,000.00		PER NEP
	TRANSPORTATION	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	200,000.00		PER NEP
	MEALS (SNACKS, WELCOME AND FAREWELL DINNER, LUNCH, BREAKFAST)	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	977,600.00		PER NEP
	MISCELLANEOUS	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	1,160,400.00		PER NEP
	ASEAN CONFERENCE ON STRENGTHENING ASEAN JUDICIAL SYSTEMS AND LEGAL INFRASTRUCTURE, 2ND QUARTER 2014	ASEAN	ALTERNATIVE MODE							CY 2014						ICF			PER NEP
	HOTEL ACCOMMODATION	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	357,000.00		PER NEP
	RENTAL OF FUNCTION ROOMS	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	400,000.00		PER NEP
	TRANSPORTATION	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	180,000.00		PER NEP
	MEALS (SNACKS, WELCOME AND FAREWELL DINNER, LUNCH, BREAKFAST)	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	497,600.00		PER NEP
	MISCELLANEOUS	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	799,400.00		PER NEP
	27TH ASEAN-AUSTRALIA FORUM BACK-TO-BACK WITH SPECIAL ASEAN-AUSTRALIA SENIOR OFFICIALS' MEETING IN PREPARATION FOR THE ASEAN-AUSTRALIA COMMEMORATIVE SUMMIT	ASEAN	ALTERNATIVE MODE							CY 2014						ICF			PER NEP
	HOTEL ACCOMMODATION	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	616,000.00		PER NEP
	RENTAL OF FUNCTION ROOM	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	660,000.00		PER NEP
	TRANSPORTATION	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	1,150,000.00		PER NEP
	MEALS (SNACKS, WELCOME AND FAREWELL DINNER, LUNCH, BREAKFAST)	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	649,600.00		PER NEP
	MISCELLANEOUS	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	629,600.00		PER NEP
	15TH MEETING OF THE ASEAN COMMITTEE ON CULTURE AND INFORMATION (COCI) SUB-COMMITTEE ON CULTURE (SCC), JULY 2014	ASEAN	ALTERNATIVE MODE							CY 2014						ICF			PER NEP
	HOTEL ACCOMMODATION	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	192,000.00		PER NEP
	RENTAL OF FUNCTION ROOMS	ASEAN	ALTERNATIVE MODE							CY 2014						ICF	300,000.00		PER NEP



## ANNUAL PROCUREMENT PLAN FOR 2014

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DEPARTMENT OF FOREIGN AFFAIRS  
2330 Roxas Boulevard, Pasay City

ANNUAL PROCUREMENT PLAN FOR 2014

CODE (PAR)	PROGRAM / ACTIVITY / PROJECT	PMO / END-USER	MODE OF PROCUREMENT	SCHEDULE OF EACH PROCUREMENT ACTIVITY										SOURCE OF FUNDS	ESTIMATED BUDGET (PHP)		REMARKS/ACTIVITY (BRIEF DESCRIPTION)
				PRE-PROC CONFERENCE	ADS / POSTING OF ITB	PRE-BID CONF	SUB/ OPENING OF BIDS	BID EVAL	POST-QUAL CONF	NOTICE OF AWARD	CONTRACT SIGNING	NOTICE TO PROCEED	DELIVERY / COMPLETION		ACCEPTANCE / TURNOVER	PS	


We hereby warrant that the total amount reflected in this Annual Procurement Plan (APP) for CY 2014 to procure the listed goods, services, consultancy and infrastructure projects has been included in or is within our

Prepared by:

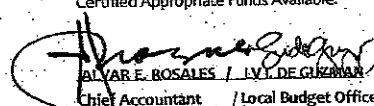
Reviewed by:


Certified Funds Available /

Certified Appropriate Funds Available:

  
ALEX C. VALLESPIN  
Head  
Bids and Awards Committee (BAC) - Secretariat

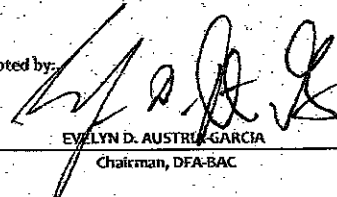
  
KERWIN ORVILLE C. TATE  
Property/Supply Officer

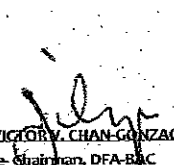
  
ALVAR E. BOSALES / LVT. DE GUZMAN  
Chief Accountant / Local Budget Officer

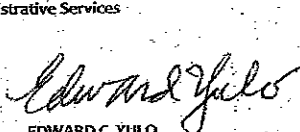
  
MELITA S. STA. MARIA-THOMECEK  
Assistant Secretary  
Office of Personnel and Administrative Services


Noted by:

Approved:


  
EVELYN D. AUSTRU-GARCIA  
Chairman, DFA-BAC

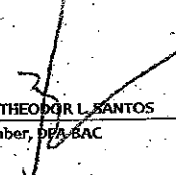
  
JOSE VICTOR V. CHAN-GONZAGA  
Vice-Chairman, DFA-BAC

  
EDWARD C. YULO  
Member, DFA-BAC

  
LINGLINGAY F. LAGANALE  
Undersecretary for Administration and  
Head of the Procuring Entity

  
GONZALES B. MUSOR  
Member, DFA-BAC

  
GERARDO P. ABIOG  
Member, DFA-BAC

  
BERTRAND THEODOR L. SANTOS  
Member, DFA-BAC

