

Contract Agreement Form

THIS AGREEMENT made the 23rd day of January 2015 between the **FOREIGN SERVICE INSTITUTE** of the Philippines (hereinafter called "the Entity") of the one part and **ISSI INFORMATION TECHNOLOGIES, INC.** with principal office at 31B Speaker Perez Street, Barangay Teresita, Quezon City (hereinafter called "the Supplier") of the other part:

WHEREAS the Entity invited Bids for certain good and ancillary services, viz., Rental of Computers for the period 1 February 2015 to 31 January 2016 and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of One Million One Hundred Nineteen Thousand Six Hundred Pesos (₱1,119,600.00) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

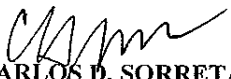
- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Entity's Notification of Award.

3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract


4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

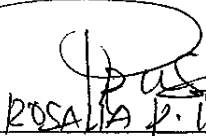
FOREIGN SERVICE INSTITUTE
By:



CARLOS D. SORRETA
Director-General

ISSI INFORMATION TECHNOLOGIES, INC.
By:


RICARDO M. JOSON
President

SIGNED IN THE PRESENCE OF:


ROSALIA P. USITA


HOPE B. TORNIUS

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
PASAY CITY)S.S.

BEFORE ME, a Notary Public for in the above jurisdiction, personally appeared this _____ day of JAN 30 2015, 2015 the following persons:


Name	Valid ID	Date and Place of Issuance
1. CARLOS D. SORRETA	Passport No. DE0004459	28 November 2013, DFA Manila
2. RICARDO M. JOSON	Passport No. EB1952438	19 February 2011, DFA Manila

All known to me to be the same persons who executed the foregoing Contract Agreement and acknowledged to me that the same is their free and voluntary act and deeds and that of the organization or company they represent.

The said instrument, consisting of two (2) pages including this page on which this Acknowledgment is written, have been signed by the parties and their witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL on the date and place first abovementioned.

Doc. No. 447
Page No. 90
Book No. 41
Series of 2015.


ARTEMIO M. BENDIVIL
NOTARY PUBLIC
UNTIL DECEMBER 31, 2016
ADM. MATTER NO. NP-009
PTR. NO. 9238517-8/01-05-15/QC
IBP. NO. 0983186/01-06-2015
MCLE NO. IV-0016294/4.10.13



NOTICE OF AWARD

20 January 2015

Board of Directors

Chair

ALBERT F. DEL ROSARIO
 Secretary
 Department of Foreign Affairs

Members

FRANCISCO T. DUQUE III
 Chair
 Civil Service Commission

ALFREDO E. PASCUAL
 President
 University of the Philippines

ANTONIO D. KALAW JR.
 President
 Development Academy
 of the Philippines

CARLOS D. SORRETA
 Director-General
 Foreign Service Institute

Dear Sir:

We would like to notify you that your bid dated 29 December 2014 for the Foreign Service Institute's Rental of Fifty-Nine (59) units Computers for the period 01 February 2015 to 31 January 2016, with a Contract Price equivalent to One Million One Hundred Nineteen Thousand Six Hundred Pesos (P1,119,600.00), is hereby accepted.

You are hereby required to provide within ten (10) days from receipt hereof the Performance Security in the form and amount stipulated hereunder:

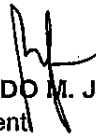
Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank; or	Five percent (5%)
(b) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

Failure to provide the performance security shall constitute sufficient ground for cancellation of the award and forfeiture of the bid security.

Very truly yours,

CARLOS D. SORRETA
 Director-General

Conforme:


 RICARDO M. JOSON
 President
 ISSI Information Technologies, Inc.
 31B Speaker Perez St.,
 Brgy. Teresita, Quezon City

Date JAN 21 2015



DEPARTMENT OF FOREIGN AFFAIRS
FOREIGN SERVICE INSTITUTE
 5th Floor, DFA Building, 2330 Roxas Boulevard
 Pasay City 1300, Manila, Philippines www.fsi.gov.ph

NOTICE TO PROCEED

26 January 2015

Board of Directors

Chair

ALBERT F. DEL ROSARIO
 Secretary
 Department of Foreign Affairs

Members

FRANCISCO T. DUQUE III
 Chair
 Civil Service Commission

ALFREDO E. PASCUAL
 President
 University of the Philippines

ANTONIO D. KALAW JR.
 President
 Development Academy
 of the Philippines

CARLOS D. SORRETA
 Director-General
 Foreign Service Institute

RICARDO M. JOSON
 President
 ISSI Information Technologies, Inc.
 31B Speaker Perez St.,
 Brgy. Teresita, Quezon City

Dear Sir:

The attached Contract Agreement having been approved, notice is hereby given to **ISSI Information Technologies, Inc.** for the Rental of Computers, that work may commence effective upon receipt of this Notice to Proceed.

Your company shall be responsible for performing the services under the terms and conditions of the Agreement with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other copy to the Foreign Service Institute.

Very truly yours,

CARLOS D. SORRETA
 Director-General

I acknowledge receipt of this Notice on :
 Name of the Representative of the Bidder :
 Authorized Signature :

JANUARY 27, 2015
ROSALIA P. USHA
[Signature]

Contract Agreement Form

THIS AGREEMENT made the 22nd day of December 2014 between the **FOREIGN SERVICE INSTITUTE** of the Philippines (hereinafter called "the Entity") of the one part and **CANCU ENTERPRISES AND GENERAL SERVICES, INC.**, with principal office at G/F Cancu Bldg., #857-C Nueve de Pebrero, cor. Libertad St., Barangay Mauway, Mandaluyong City (hereinafter called "the Supplier") of the other part:

WHEREAS the Entity invited Bids for certain good and ancillary services, viz., Supply of Janitorial Services for the period 1 January to 31 December 2015 and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of One Million Seven Hundred Twenty-Three Thousand Three Hundred Thirty-Seven & 28/100 Pesos (P1,723,337.28) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Entity's Notification of Award.

3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

W. Man

W. Man

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IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

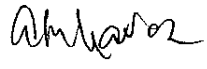
FOREIGN SERVICE INSTITUTE

CANCU ENTERPRISES AND GENERAL SERVICES, INC.

By:

By:


CARLOS D. SORRETA
Director-General


ANA MARIE C. NAVAS
Director/Treasurer

SIGNED IN THE PRESENCE OF:

 _____  _____

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
PASIG CITY)S.S.

BEFORE ME, a Notary Public for in the above jurisdiction, personally appeared this DEC 2 9 2014, 2014 the following persons:


Name	Valid ID	Date and Place of Issuance
1. CARLOS D. SORRETA	PASSPORT NO. DE0004459	28 NOV 2013 - DFA MANILA
2. ANA MARIE C. NAVAS	CTC 22760522	Jan. 13, 2014 - Mand City

All known to me to be the same persons who executed the foregoing Contract Agreement and acknowledged to me that the same is their free and voluntary act and deeds and that of the organization or company they represent.

The said instrument, consisting of two (2) pages including this page on which this Acknowledgment is written, have been signed by the parties and their witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL on the date and place first abovementioned.

Doc. No. COO
Page No. 12
Book No. CCCTAN
Series of 2014.


ATTY. RAMON L. CARIPIO
NOTARY PUBLIC
UNTIL DECEMBER 31, 2014
ROLL NO. 2013-106-918-897
MCLE NO. 001-2013-00199 NO. 954268
PTR NO. 9829822 ISSUED ON JAN. 3, 2014 AT PASIG CITY

al



DEPARTMENT OF FOREIGN AFFAIRS
FOREIGN SERVICE INSTITUTE

5th Floor, DFA Building, 2330 Roxas Boulevard
Pasay City 1300, Manila, Philippines www.fsi.gov.ph

NOTICE OF AWARD

18 December 2014

Board of Directors

Chair

ALBERT F. DEL ROSARIO
Secretary
Department of Foreign Affairs

Members

FRANCISCO T. DUQUE III
Chair
Civil Service Commission

ALFREDO E. PASCUAL
President
University of the Philippines

ANTONIO D. KALAW JR.
President
Development Academy
of the Philippines

CARLOS D. SORRETA
Director-General
Foreign Service Institute

Dear Madam:

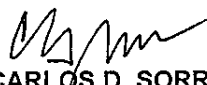
We would like to notify you that your bid dated 13 November 2014 for the provision of Janitorial Services to the Foreign Service Institute for the period 1 January to 31 December 2015, with a Contract Price equivalent to One Million Seven Hundred Twenty-Three Thousand Three Hundred Thirty-Seven & 28/100 Pesos (P1,723,337.28), is hereby accepted.

You are hereby required to provide within ten (10) days from receipt hereof the Performance Security in the form and amount stipulated hereunder:

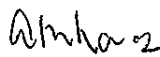
Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank; or	Five percent (5%)
(b) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

Failure to provide the performance security shall constitute sufficient ground for cancellation of the award and forfeiture of the bid security.

Very truly yours,


CARLOS D. SORRETA
Director-General

Conforme:


ANA MARIE C. NAVAS
Director/Treasurer
Cancu Enterprises and General Services, Inc.
G/F Cancu Bldg., #857-C Nueve de Pebrero
Cor. Libertad St., Barangay Mauway,
Mandaluyong City

Date 12/18/14





DEPARTMENT OF FOREIGN AFFAIRS
FOREIGN SERVICE INSTITUTE
5th Floor, DFA Building, 2330 Roxas Boulevard
Pasay City 1300, Manila, Philippines www.fsi.gov.ph

NOTICE TO PROCEED

22 December 2014

Board of Directors

Chair

ALBERT F. DEL ROSARIO
Secretary
Department of Foreign Affairs

Members

FRANCISCO T. DUQUE III
Chair
Civil Service Commission

ALFREDO E. PASCUAL
President
University of the Philippines

ANTONIO D. KALAW JR.
President
Development Academy
of the Philippines

CARLOS D. SORRETA
Director-General
Foreign Service Institute

ANA MARIE C. NAVAS

Director/Treasurer
Cancu Enterprises and General Services, Inc.
G/F Cancu Bldg., #857-C Nueve de Pebrero
Cor. Libertad St., Barangay Mauway,
Mandaluyong City

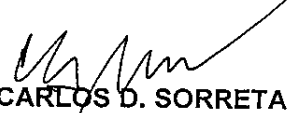
Dear Madam:

The attached Contract Agreement having been approved, notice is hereby given to **Cancu Enterprises and General Services, Inc.** for the Supply of Janitorial Services that work may commence effective upon receipt of this Notice to Proceed.

Your company shall be responsible for performing the services under the terms and conditions of the Agreement with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other copy to the Foreign Service Institute.

Very truly yours,


CARLOS D. SORRETA
Director-General

I acknowledge receipt of this Notice on : Dec. 22, 2014
Name of the Representative of the Bidder : Ana Marie Navas
Authorized Signature : Alhara