

Contract Agreement Form

THIS AGREEMENT made the 28th day of January 2016 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 2016 to 31 January 2017 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 (P1,119,600.00) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

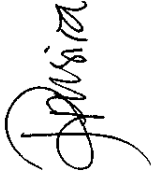
1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

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

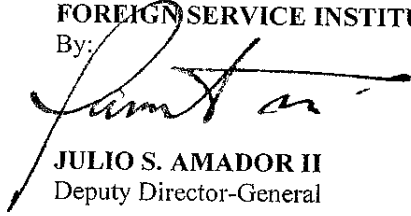
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.



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:

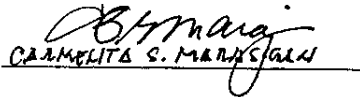

JULIO S. AMADOR II
Deputy Director-General

ISSI INFORMATION TECHNOLOGIES, INC.

By:


RICARDO M. JOSON
President

SIGNED IN THE PRESENCE OF:


CARMELITA S. MANALANG


Rosalia P. Usita

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 29 2016, 2016 the following persons:


Name	Valid ID	Date and Place of Issuance
1. JULIO S. AMADOR III	OE0020493	08 April 2014 - DFA, Manila
2. RICARDO M. JOSON	3922229	28 March 2015 - 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. 56
Page No. 12
Book No. II
Series of 2016.


ATTY. JOVINO R. ANGEL
NOTARY PUBLIC
UNTIL DECEMBER 31, 2016
PTR NO. PC 4734707 1-4-16 PASAY CITY
IBP NO. 1010277 1-4-16 PASAY CITY
ROLL NO. 28761
MCLE COMPLIANCE NO. IV-0025043



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 2016

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

Board of Directors

Chair

ALBERT F. DEL ROSARIO
 Secretary
 Department of Foreign Affairs

Members

ALICIA DELA ROSA-BALA
 Chair
 Civil Service Commission

ALFREDO E. PASCUAL
 President
 University of the Philippines

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

CLARO S. CRISTOBAL
 Director-General
 Foreign Service Institute

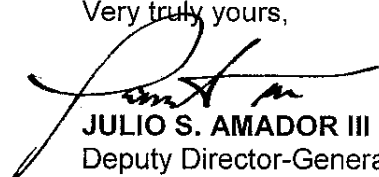
Dear Sir:

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,


JULIO S. AMADOR III
 Deputy Director-General

I acknowledge receipt of this Notice on : JANUARY 23, 2016
 Name of the Representative of the Bidder : ROSARITA P. USATA
 Authorized Signature : ROSARITA



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

20 January 2015

Dear Sir:

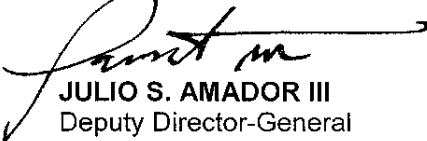
We would like to notify you that your bid dated 6 January 2016 for the Foreign Service Institute's Rental of Fifty-Nine (59) units Computers for the period 01 February 2016 to 31 January 2017, with a Contract Price equivalent to One Million One Hundred Nineteen Thousand Six Hundred Pesos (P1,119,600.00), 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,


JULIO S. AMADOR III
 Deputy Director-General

Conforme:


RICARDO M. JOSON
 President
 ISSI Information Technologies, Inc.
 31B Speaker Perez St.,
 Brgy. Teresita, Quezon City
 Date 01-25-2016

Board of Directors

Chair
 ALBERT F. DEL ROSARIO
 Secretary
 Department of Foreign Affairs

Members
 ALICIA DELA ROSA-BALA
 Chair
 Civil Service Commission

 ALFREDO E. PASCUAL
 President
 University of the Philippines

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

CLARO S. CRISTOBAL
 Director-General
 Foreign Service Institute

Contract Agreement Form

THIS AGREEMENT made the 23rd day of December 2015 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 2016 and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of One Million Six Hundred Eighty Thousand Five Hundred Eighty-Nine & 44/100 Pesos (P1,680,589.44) (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.

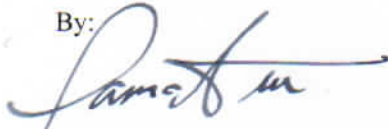
Feb 7

admay

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:

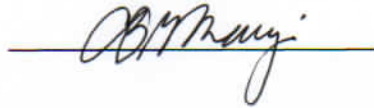

JULIO S. AMADOR III
Deputy Director-General

CANCU ENTERPRISES AND GENERAL SERVICES, INC.

By:


ANA MARIE C. NAVAS
Director/Treasurer

SIGNED IN THE PRESENCE OF:





ACKNOWLEDGMENT

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

BEFORE ME a Notary Public for in the above jurisdiction, personally appeared this DEC 28 2015 day of _____, 2015 the following persons:


Name	Valid ID	Date and Place of Issuance
1. JULIO S. AMADOR III	DE 0020493	08 APR 2014 DFA, MANILA
2. ANA MARIE C. NAVAS		

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. 251
Page No. 26
Book No. XXXVIII
Series of 2015.


ATTY. RONALD SEGUNDINO C. CHING
NOTARY PUBLIC - MANILA
ROLL NO. 54899
IBP NO. 54899-12-19-14 MLA
PTR NO. 3537880-01-05-15 MLA
VALID UNTIL DEC. 31, 2016



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

15 December 2015

Dear Madam:

Board of Directors

Chair

ALBERT F. DEL ROSARIO
 Secretary
 Department of Foreign Affairs

Members

LICIA DELA ROSA-BALA
 Chair
 Civil Service Commission

ALFREDO E. PASCUAL
 President
 University of the Philippines

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

CLARO S. CRISTOBAL
 Director-General
 Foreign Service Institute


We would like to notify you that your bid dated 12 November 2015 for the provision of Janitorial Services to the Foreign Service Institute for the period 1 January to 31 December 2016, with a Contract Price equivalent to One Million Six Hundred Eighty Thousand Five Hundred Eighty-Nine & 44/100 Pesos (P1,680,589.44), 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,


JULIO S. AMADOR III
 Deputy 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 DEC. 15, 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

23 December 2015

Board of Directors

Chair

ALBERT F. DEL ROSARIO
 Secretary
 Department of Foreign Affairs

Members

LICIA DELA ROSA-BALA
 Chair
 Civil Service Commission

ALFREDO E. PASCUAL
 President
 University of the Philippines

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

CLARO S. CRISTOBAL
 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

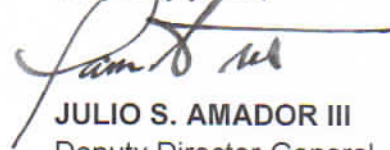
Dear Madam:

The attached Contract Agreement having been approved, notice is hereby given to **Cancu Enterprises and General Services, Inc.** for the Supply of Janitorial Services for year 2016 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,


JULIO S. AMADOR III
 Deputy Director-General

I acknowledge receipt of this Notice on : ZANDRA BERNARDINA
 Name of the Representative of the Bidder : 12-28-2015
 Authorized Signature : _____