

CONTRACT AGREEMENT NO. 2022-10

THIS AGREEMENT made the 20 day of April 2022 between **OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA)** represented by its **Administrator HANS LEO J. CACDAC** of OWWA Center Building cor. 7th Street and F.B. Harrison St., Pasay City, Philippines (hereinafter called "the Entity") of the one part and **MAILTAG ORTIGAS CORPORATION** represented by its **President, Mr. JOSELITO LUCAS A. TAYZON** of Unit 117 Grand Emerald Tower Ruby cor. Garnet Road, Ortigas, Pasig City (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **Bidding of Courier Services for OWWA's Official Mails and Parcel Delivery for Overseas Destinations for CY 2022** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **One Million Three Hundred Forty-four Thousand Six Hundred Sixty-seven Pesos (Php1,344,667.00)** (hereinafter called "the Contract Price").

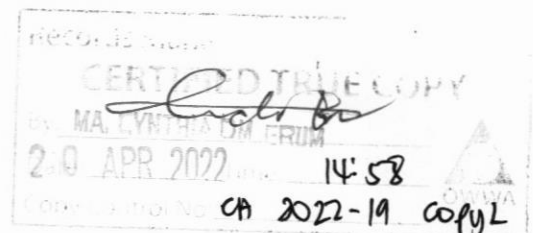
NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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 as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:

- i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**



3. In consideration for the sum of **One Million Three Hundred Forty-four Thousand Six Hundred Sixty-seven Pesos (Php1,344,667.00)** or such other sums as may be ascertained, **MAILTAG ORTIGAS CORPPORATION** agrees to provide **Courier Services for OWWA's Official Mails and Parcel Delivery for Overseas Destinations for CY 2022** in accordance with his/her/its Bid.
4. The **OVERSEAS WORKERS WELFARE ADMINISTRATION** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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.

HANS LEO J. CACDAC
Administrator

JOSELITO LUCAS A. TAYZON
President

For
**OVERSEAS WORKERS WELFARE
ADMINISTRATION**


For
**MAILTAG ORTIGAS
CORPORATION**


Signed in the presence of:


MA. CYNTHIA DM ERUM
Witness

Witness

CERTIFIED FUNDS AVAILABILITY:


KAREN JOY B. PADDUYAO
Chief, Accounting Division
₱ 1,344,667.00
April - December 2022
OBN-2022-03-236

CERTIFIED TRUE COPY
By: 
Date: **APR 2022** Time: **14:58**
Copy Control No: **CA 2022-19 Copy 2**

ACKNOWLEDGMENT

Republic of the Philippines)
City of PASIG CITY

APR 20 2022

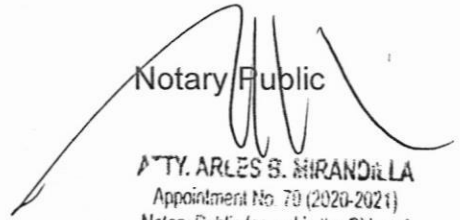
PASIG CITY

BEFORE ME, a Notary Public for in the City of _____, this _____ day of _____, personally appeared, **Administrator HANS LEO J. CACDAC** representing **OVERSEAS WORKERS WELFARE ADMINISTRATION** with Passport No. **S0011238A** issued on **23 AUG 2017** at **DFA MANILA**, and **JOSELITO LUCAS A. TAYZON** representing **MAILTAG ORTIGAS CORPORATION** with Valid Government Issued ID No. _____ issued on _____ at _____, known to me to be the same persons who executed this foregoing instrument and that they acknowledged to me that the same is their own free act and voluntary deed as well as the free act and purposes therein set forth.

This instrument, consisting of the abovementioned annexes including the page on which this acknowledgement is written and the documents listed above, refers to an Agreement signed by the parties and their instrumental witness at page 2 and on the left-hand margin of each and every page thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal at _____, Philippines, this _____ day of APR 20 2022, 2022.
PASIG CITY

Doc. No.: 972
Page No.: 68
Book No.: 911
Series of 2022

Notary Public


ATTY. ARLES B. MIRANDA
Appointment No. 79 (2020-2021)
Notary Public for and in the Cities of Pasig and San Juan and the Municipality of Pateros
Roll of Attorneys No. 58826
IBP NO. 121057 / 1-4-2021 / RSM CHAPTER
PTR NO. 7230368 / 1-7-2021 / PASIG CITY
MCLE Compliance No. VI-0620543, March 18, 2019
Commission until December 31, 2021
Ground Floor, AD Center Square Building, Santolan, Pasig City

Extended until June 30, 2022 pursuant to BM No. 3795



Records Management Division
CERTIFIED TRUE COPY
MA. CRISTINA EN ERON
20 APR 2022 14:58
CA 2022-19 copy 2



NOTICE OF AWARD

21 March 2022

Mr. JOSELITO LUCAS A. TAYZON
President
MAILTAG ORTIGAS CORPORATION
Unit 117 Grand Emerald Tower Ruby
cor. Garnet Road, Ortigas, Pasig City

Dear **Mr. Tayzon**:

Please be informed that your bid proposal dated 14 March 2022 for the **Bidding of Courier Services for OWWA's Official Mails and Parcel Delivery for Overseas Destinations for CY 2022** for the total contract price of **One Million Three Hundred Forty-four Thousand Six Hundred Sixty-seven Pesos (Php1,344,667.00)** only, has been accepted.

You are hereby required to provide within ten (10) calendar days the performance security in any of the form stated in Section 33 of the Bidding Documents. Your failure to provide the performance security shall constitute a sufficient ground for cancellation of the award and forfeiture of the bid security.

Please acknowledge receipt and acceptance of this notice by signing the space provided below and submit a copy to Procurement and Property Management Division of the Overseas Workers Welfare Administration.

Thank you.

Very truly yours,

HANS LEO J. CACDAC
Administrator

Conforme:

Mr. JOSELITO LUCAS A. TAYZON
President / MAILTAG ORTIGAS CORPORATION

Date: MARCH 30, 2022



Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
Department of Labor and Employment



NOTICE TO PROCEED

Date: MAR 29 2022

Mr. JOSELITO LUCAS A. TAYZON
President
MAILTAG ORTIGAS CORPORATION
Unit 117 Grand Emerald Tower Ruby
cor. Garnet Road, Ortigas, Pasig City

Dear Mr. Tayzon:

The attached Contract Agreement having been approved, notice is hereby given to MAILTAG ORTIGAS CORPORATION that the service for the **Bidding of Courier Services for OWWA's Official Mails and Parcel Delivery for Overseas Destinations for CY 2022** may commence on **April 2022**.

Relative thereto, your company's performance is being evaluated by the End-User.

Please acknowledge receipt and acceptance of this notice by signing the space provided below and submit a copy to Procurement and Property Management Division of the Overseas Workers Welfare Administration.

Thank you.

Very truly yours,


HANS LEO J. CACDAC
Administrator

I acknowledge receipt of this Notice on April 20, 2022


Mr. JOSELITO LUCAS A. TAYZON
President / MAILTAG ORTIGAS CORPORATION