

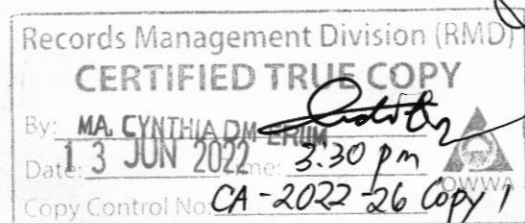
CONTRACT AGREEMENT NO. 2022-18

THIS AGREEMENT made the JUN 13 2022 MANILA CITY between **OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA)** represented by its **Administrator HANS LEO J. CACDAC** of OWWA Center Building cor. 7<sup>th</sup> Street and F.B. Harrison St., Pasay City, Philippines (hereinafter called "the Entity") of the one part and **PRINT DEPOT INC.** represented by its **Senior Account Manager, Ms. AILENE G. AZAÑA** of 2/F DAO 1 Bldg., Salcedo St., Legaspi Village, Brgy. San Lorenzo Makati City (hereinafter called "the Supplier") of the other part;


WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **Rental of Ten (10) units Laptop** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Four Hundred Thirty-two Thousand Pesos (Php432,000.00)** or **Three Thousand Six Hundred Pesos (Php3,600.00) per unit per month** (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.:
  - (a) Terms of Reference;
  - (b) Request for Price Quotation;
  - (c) Eligibility requirements, documents and/or statements;
  - (d) Notice of Award of Contract and the Bidder's conforme thereto;
  - (e) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration for the sum of **Four Hundred Thirty-two Thousand Pesos (Php432,000.00)** or **Three Thousand Six Hundred Pesos (Php3,600.00) per unit per month** or such other sums as may be ascertained, **PRINT DEPOT INC.** agrees to the **Rental of Ten (10) units Laptop** in accordance with his/her/its Bid.
4. The **OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA)** 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  
*off copy*  
For  
**OVERSEAS WORKERS WELFARE  
ADMINISTRATION**


  
**AILENE G. AZANA**  
Senior Account Manager  
For  
**PRINT DEPOT INC.**

Signed in the presence of:


  
**Dir. GERALD "DINDI" M. TAN**  
Witness

\_\_\_\_\_  
Witness

**CERTIFIED FUNDS AVAILABILITY:**

  
**KAREN JOY B. PADDUYAO**  
Chief, Accounting Division *ms*  
₱ 432,000.00

DBN 2022-05-148

  
Records Management Division (RMD)  
**CERTIFIED TRUE COPY**  
By: *[Signature]*  
MA. CYNTHIA DM. ERUM  
Date: 13 JUN 2022 3:30 pm  
Copy Control No: CA-2022-26 Copy 1

ACKNOWLEDGMENT

Republic of the Philippines  
City of MANILA CITY) S.S.

BEFORE ME, a Notary Public for in the City of MANILA CITY, this JUN 13 2022 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 **AILENE G. AZANA** representing **PRINT DEPOT INC.** with Valid 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.

- (a) Terms of Reference;
- (b) Request for Price Quotation;
- (c) Eligibility requirements, documents and/or statements;
- (d) Notice of Award of Contract and the Bidder's conforme thereto;
- (e) Other contract documents that may be required by existing laws and/or the Client.

This instrument, consisting of the abovementioned annexes including the page on which this acknowledgement is written and the documents listed below, 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 MANILA CITY, Philippines, this JUN 13 2022 day of \_\_\_\_\_, 2022.

Notary Public

Doc. No.: 114  
Page No.: 24  
Book No.: XIV  
Series of 2022

*(Signature)*  
 ATTY. HENRY *(Signature)*  
 NOTARY PUBLIC OF MANILA  
 TRICOMPL. NO. V010070165 6/26/2019 Valid April 14, 2025  
 IBP NO. 178598 - 01/03/2022, PASIG  
 DTA NO. 0060197 - 01/05/2022 MIA  
 ROLL NO. 22679, TIN: 172-528-620  
 NOTARIAL COMMISSION 2020-097 / 12/31/2021 Manila  
 UNDER SUPREME COURT B.M. NO. EXTENDED FROM JAN. 1 TO JUNE 30, 2022

Records Management Division (RMD)  
**CERTIFIED TRUE COPY**  
 By: MA. CYNTHIA DM  
 Date: 3 JUN 2022 3:30 pm  
 Copy Control No: CA-2022-26 Copy 1

*(Handwritten mark)*



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



**NOTICE OF AWARD**

27 April 2022

**Ms. AILENE G. AZAÑA**  
Senior Account Manager  
**PRINT DEPOT INC.**  
2/F DAO 1 Bldg., Salcedo St.,  
Legaspi Village, Brgy. San Lorenzo  
Makati City

Dear **Ms. Azaña**,

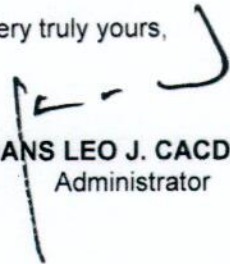
Please be informed that your bid proposal dated 07 April 2022 for the **Proposal for the Rental of Ten (10) units Laptop** with the total contract price of **Four Hundred Thirty-two Thousand Pesos (Php432,000.00)** only, is accepted.

You are hereby required to submit the Omnibus Sworn Statement upon receipt of this Notice within five (5) working days. Your failure to provide the said requirement shall constitute a sufficient ground for cancellation of the award.

Kindly acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the Procurement and Property Management Division of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3<sup>rd</sup> Floor, OWWA Center Building, 7<sup>th</sup> St., corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,

  
**HANS LEO J. CACDAC**  
Administrator

Conforme: 

**Ms. AILENE G. AZAÑA**  
Senior Account Manager/**PRINT DEPOT INC.**  
Date: May 16, 2022



**NOTICE TO PROCEED**

Date: MAY 16 2022

**Ms. AILENE G. AZAÑA**  
Senior Account Manager  
**PRINT DEPOT INC.**  
2/F DAO 1 Bldg., Salcedo St.,  
Legaspi Village, Brgy. San Lorenzo  
Makati City

Dear **Ms. Azaña**,

The attached Contract Agreement having been approved, notice is hereby given to **Print Depot Inc.** that delivery for the **Proposal for the Rental of Ten (10) units Laptop** may commence within **five (5) calendar days** upon receipt of this notice.

Further, the End-User shall evaluate your company's performance on the basis of delivery, prices, quality and/or service.

Please acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the PPMD of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3<sup>rd</sup> Floor, OWWA Center Building, 7<sup>th</sup> St., corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,

  
**HANS LEO J. CACDAC**  
Administrator

I acknowledge receipt of this Notice on June 13, 2022

  
**Ms. AILENE G. AZAÑA**  
Senior Account Manager/**PRINT DEPOT INC.**