

## CONTRACT AGREEMENT NO. 2021-24


THIS AGREEMENT made the \_\_\_\_\_ day of OCT 22 2021 2021 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 **ISSI INFORMATION TECHNOLOGIES, INC.** represented by its **Account Executive MARY GRACE CASINAS** of Malaya Street, Marikina City (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **Rental of Twenty (20) units Desktop Computer** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Two Hundred Twenty-eight Thousand Pesos (Php228,000.00)** (hereinafter called "the Contract Price") or Php2,850.00 per unit per month.

### 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) Bid proposal, 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 **Two Hundred Twenty-eight Thousand Pesos (Php228,000.00)** or Php2,850.00 per unit per month or such other sums as may be ascertained, **ISSI INFORMATION TECHNOLOGIES, INC.** agrees to **Rental of Twenty (20) units Desktop Computer** 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.
5. In case of failure to deliver the goods and services within the prescribed schedule, the OWWA shall enforce the penalty of one-tenth (1/10) of one percent for every day of delay on the undelivered portion(s) and/or shall apply Section 68 of the 2016 of the Revised Implementing Rules and Regulations of Republic Act 9184 for liquidated damages.

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

For  
**OVERSEAS WORKERS WELFARE  
ADMINISTRATION**

  
**MARY GRACE CASINAS**  
Account Executive


For  
**ISSI INFORMATION  
TECHNOLOGIES, INC.**

Signed in the presence of:

  
**PRISCILLA PAMELLA M. FLORES**  
Witness

\_\_\_\_\_  
Witness

**CERTIFIED FUNDS AVAILABILITY:**

  
**KAREN JOY B. PADDUYAO**  
Chief, Accounting Division  
₱ 228,000.00  
SEPTEMBER 2021- DECEMBER 2021

OPN 2021-10-390

**ACKNOWLEDGMENT**

Republic of the Philippines  
City of QUEZON CITY S.S.

QUEZON CITY

BEFORE ME, a Notary Public for in the City of \_\_\_\_\_, this 22 day of OCT 22 2021, 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 **MARY GRACE CASINAS** representing **ISSI INFORMATION TECHNOLOGIES, INC.** with Valid Government ID No. PHIL 02-0253 25374-2 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) Bid proposal, 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.

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 QUEZON CITY, Philippines, this 22 day of OCT 22 2021, 2021.

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Page No.: 12  
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Series of 2021

Notary Public  
*[Signature]*  
**ATTY. MA. LUISA R. VALENZUELA**  
Notary Public  
Until December 31, 2022  
No. 93 (285) NS Amoranto Street, La Loma, QC  
IBP OR NO. 133038MD2021 11-19-2020  
PTR No. 6973828C 01-04-2021 QC  
Roll of Atty. 40864  
Adm Matter no. NO-012 (2021-2022)  
MCLE-VI-0024350 APRIL 8, 2019





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



**NOTICE OF AWARD**

09 September 2021

**Ms. MARY GRACE CASINAS**  
Account Executive  
ISSI INFORMATION TECHNOLOGIES, INC.  
Malaya Street, Marikina City

Dear Ms. Casinas,

Please be informed that your bid proposal dated 28 August 2021 for the Rental of Twenty (20) units Desktop Computer with the total contract price of Two Hundred Twenty-eight Thousand Pesos (Php228,000.00) 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. MARY GRACE CASINAS**  
Account Executive ISSI INFORMATION TECHNOLOGIES, INC.  
Date: October 7, 2021



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



**NOTICE TO PROCEED**

Date: OCT 07 2021

**Ms. MARY GRACE CASINAS**  
Account Executive  
**ISSI INFORMATION TECHNOLOGIES, INC.**  
Malaya Street, Marikina City

Dear **Ms. Casinas**,

The attached Contract Agreement having been approved, notice is hereby given to **ISSI INFORMATION TECHNOLOGIES, INC.** that delivery for the **Rental of Twenty (20) units Desktop Computer** may commence within **five (5) working 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.

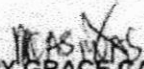
Please acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the PPMD of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3<sup>rd</sup> Floor, OWWA Center Building, 7<sup>th</sup> St., corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,

  
**HANS LEO J. CACDAC**  
Administrator

I acknowledge receipt of this Notice on October 22, 2021

  
**Ms. MARY GRACE CASINAS**  
Account Executive /ISSI INFORMATION TECHNOLOGIES, INC.