

## CONTRACT AGREEMENT NO. 2024-31

THIS AGREEMENT made the \_\_\_\_\_ day of NOV 05 2024 2024 between **OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA)** represented by its **Administrator ARNALDO A. IGNACIO** 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 **COMMERCE ASIA INC.** represented by its **Sales Manager, MICHELLE V. OLIVEROS** of 2F Vasquez Madrigal Plaza, 51 Annapolis St., Greenhills, San Juan (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **Bidding for the Supply and Delivery of Colored Ribbon for OWWA E-Card Printer** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Five Million Two Thousand Eight Hundred Pesos (Php5,002,800.00)** (hereinafter called "the Contract Price").

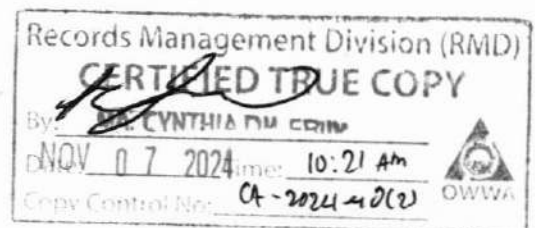
NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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 **Five Million Two Thousand Eight Hundred Pesos (Php5,002,800.00)** or such other sums as may be ascertained, **COMMERCE ASIA INC.** agrees to **Bidding for the Supply and Delivery of Colored Ribbon for OWWA E-Card Printer** 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.

*[Signature]*  
**ARNALDO A. IGNACIO**  
 Administrator

*[Signature]*  
**MICHELLE V. OLIVEROS**  
 Sales Manager

For  
**OVERSEAS WORKERS WELFARE  
 ADMINISTRATION**

For  
**COMMERCE ASIA INC.**

Signed in the presence of:


*[Signature]*  
**JOSEPH JOHN Q. PADILLA**  
 Witness

\_\_\_\_\_  
 Witness

**CERTIFIED FUNDS AVAILABILITY:**

*[Signature]*  
**MARIA GIEZL T. LANUZA**  
 OIC, Accounting Division  
 Amount: ₱ 5,002,800.00

OBN 2024-10-174

Records Management Division (RMD)	
<b>CERTIFIED TRUE COPY</b>	
By:	<i>[Signature]</i> CYNTHIA DM ERUM
DATE: 07 2024	Time: 10:21 AM
Copy Control No:	CA-2024-40(L)
 OWWA	

ACKNOWLEDGMENT

Republic of the Philippines)  
City of CITY OF MAKATI)S.S.

BEFORE ME, a Notary Public for in the City of CITY OF MAKATI this 05 NOV 2024 day of \_\_\_\_\_, personally appeared, **Administrator ARNALDO A. IGNACIO** representing **OVERSEAS WORKERS WELFARE ADMINISTRATION** with Passport No. **S0025945A** issued on **08 SEP 2022** at **DFA MANILA**, and **MICHELLE V. OLIVEROS** representing **COMMERCE ASIA INC.** 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 CITY OF MAKATI, Philippines, this \_\_\_\_\_ day of 05 NOV 2024, 2024.

**ATTY. JOSHUA P. LAPUZ**  
Notary Public  
Notary Public for Makati City  
Appointment No. M-16 until Dec. 31, 2025  
Roll No. 45790/IBP Lifetime #04897/07-03-2003  
PTR No. 10073910/01-02-2024/Makati City  
MCLE No. VII-0016370/04-26-2022  
G/F Fedman Suites 199, Saiceto Street  
Legaspi Village, Makati City

Doc. No.: 444  
Page No.: 90  
Book No.: 220  
Series of 2024

Records Management Division (RMD)  
**CERTIFIED TRUE COPY**  
By: DR. CYNTHIA DM ERUM  
NOV 07 2024 Time: 10:21 Am  
Copy Control No: CT-2024-40 (2)



Republic of the Philippines  
Department of Migrant Workers  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**



**NOTICE OF AWARD**

02 October 2024

**Ms. MICHELLE V. OLIVEROS**  
Sales Manager  
**COMMERCE ASIA INC.**  
2F Vasquez Madrigal Plaza,  
51 Annapolis St., Greenhills,  
San Juan

Dear **Ms. Oliveros**:

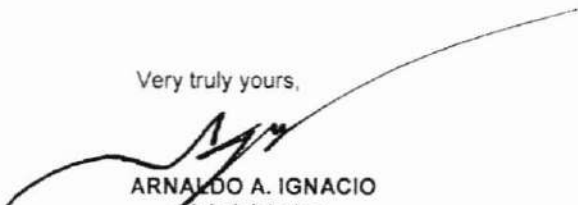
Please be informed that your bid proposal dated 23 September 2024 for the **Bidding for the Supply and Delivery of Colored Ribbon for OWWA E-Card Printer** for a contract price of **Five Million Two Thousand Eight Hundred Pesos (Php5,002,800.00)** only, has been accepted.

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,

  
**ARNALDO A. IGNACIO**  
Administrator

Conforme:

  
**Ms. MICHELLE V. OLIVEROS**  
Sales Manager  
**COMMERCE ASIA INC.**

Date: OCTOBER 8, 2024



NOTICE TO PROCEED

Date: OCT 29 2024

**Ms. MICHELLE V. OLIVEROS**  
Sales Manager  
**COMMERCE ASIA INC.**  
2F Vasquez Madrigal Plaza,  
51 Annapolis St., Greenhills,  
San Juan

Dear **Ms. Oliveros**:

The attached Contract Agreement having been approved, notice is hereby given **COMMERCE ASIA INC.** that the service for the **Bidding for the Supply and Delivery of Colored Ribbon for OWWA E-Card Printer** may commence within **30 calendar days** upon receipt of this notice.

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,

  
**ARNALDO A. IGNACIO**  
Administrator

I acknowledge receipt of this Notice on NOVEMBER 5, 2024

  
**Ms. MICHELLE V. OLIVEROS**  
Sales Manager  
**COMMERCE ASIA INC.**