

**CONTRACT AGREEMENT NO. 2021-03**

THIS AGREEMENT made the 15 day of March 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 **Three Hundred Forty Two thousand Pesos (Php342,000.00)** (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.:
  - (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 **Three Hundred Forty Two Thousand Pesos (Php342,000.00)** 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.

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.

*[Handwritten signature]*  
**HANS LEO J. CACDAC**  
Administrator *[initials]*

For  
**OVERSEAS WORKERS WELFARE  
ADMINISTRATION**

*[Handwritten signature]*  
**MARY GRACE CASINAS**  
Account Executive

For  
**ISSI INFORMATION  
TECHNOLOGIES, INC.**

Signed in the presence of:

*[Handwritten signature]*  
**MONA LISA R. SAMSON**  
Witness

\_\_\_\_\_  
Witness

**CERTIFIED FUNDS AVAILABILITY:**

*[Handwritten signature]*  
**KAREN JOY B. PADDUYAO**  
Chief, Accounting Division *[initials]*  
P 342,000 -  
March 1, 2021 - August 31, 2021

**ACKNOWLEDGMENT**

Republic of the Philippines  
City of \_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public for in the City of QUEZON CITY, 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 **MARY GRACE CASINAS** representing **ISSI INFORMATION TECHNOLOGIES, INC.** with Valid Government 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 Expression of Interest;
- (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 QUEZON CITY, Philippines, this MAR 13 2021 day of \_\_\_\_\_, 2021.

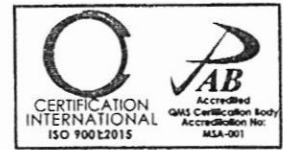
Notary Public

*[Signature]*  
 ATTY. JONALINE A. PABALA-CALARA  
 Notary Public for and in Quezon City  
 Adm. Matter No. NP-036(2020-2021)  
 338 Mayon Ave., Lourdes, Quezon City  
 Roll No. 69473  
 IBP Lifetime No. 017236  
 PTR No. 097652x /Quezon City  
 Valid until 31 December 2021

Doc. No.: 3/3  
 Page No.: 65  
 Book No.: 2  
 Series of 2021

CH-3071-10  
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**NOTICE OF AWARD**

24 February 2021

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

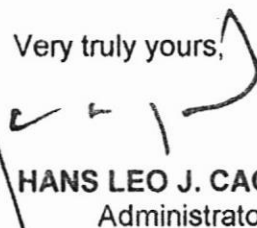
Dear **Ms. Casinas**,

Please be informed that your bid proposal dated 11 February 2021 for the **Proposal for Rental of Twenty (20) units Desktop Computer** with the total contract price of **Three Hundred Forty Two thousand Pesos (Php342,000.00)** 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.

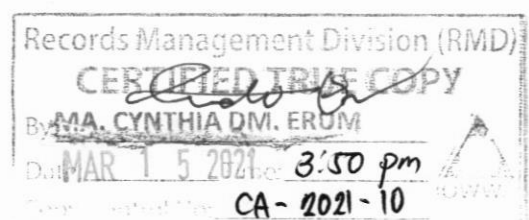
Kindly acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the Procurement and Property Management Division of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3<sup>rd</sup> Floor, OWWA Center Building, 7<sup>th</sup> St., corner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

Thank you.

Very truly yours,  
  
**HANS LEO J. CACDAC**  
 Administrator

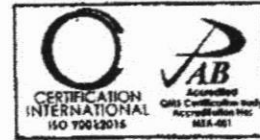
Conforme:

  
**Ms. MARY GRACE CASINAS**  
 Account Executive /ISSI INFORMATION TECHNOLOGIES, INC.  
 Date: March 8, 2021





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



**NOTICE TO PROCEED**

Date: MAR 05 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 **Proposal for 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 March 15, 2021

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