

## CONSULTANCY AGREEMENT

### KNOW ALL MEN BY THESE PRESENTS:

This Service Agreement entered into by and between:

The **Overseas Workers Welfare Administration (OWWA)**, with office address at OWWA Center, F.B. Harisson and 7<sup>th</sup> Streets, Pasay City, Metro Manila, represented herein by its Administrator **HANS LEO J. CACDAC**, herein referred to as **OWWA**;

- and -

**LINKPAD, Inc.**, with office address at Unit 23 New Alabang Centro, Jolibee Alabang Junction, Alabang-Zapote Rd, Alabang, Muntinlupa, represented herein by its Managing Editor **EVELYN BUENAVENTURA ALCANTARA**, herein referred to as the **Service Contractor**.

### WITNESSETH:

**WHEREAS**, **OWWA** is desirous of availing the services of a team of Creative and Technical experts in the field of multi-media production in print and audio-visual presentation, more particularly on the conceptualization and creative design, writing, editing and proofreading, and lay-outing for the final printing of the 2017 Model OFW Family Year Award (MOFYA) portfolio, souvenir program, promotional press release, post-event AVP, and the production of the book *Mga Waging Kwentong ng OFW*;

**WHEREAS**, the Advocacy and Social Marketing Division (ASMD) of the OWWA has recognized the need for a group of experts in media and advocacy communication to complement its existing competencies in enhancing promotional, information, and enter-educate communication materials that meet acceptable media standards;

**WHEREAS**, there is an admitted urgency for the project to fulfil specific outputs and timelines for the scheduled 2017 MOFYA Awards night on November 27, 2017, hence the contract period culminates on October 02 or upon signing of the contract up to December 15, 2017;

**WHEREAS**, **OWWA**, resolves to enter into a Negotiated Procurement for the 2017 MOFYA documents in ready-to-print and audio-visual formats in the sum of **SIX HUNDRED SEVENTY-FIVE THOUSAND PESOS (Php 675,000.00)**, inclusive of all applicable taxes and administrative overhead cost in favor of the Service Contractor, herein referred to as the "CONTRACT PRICE;"

**WHEREAS**, the Service Contractor, has the necessary competence and expertise with experience in media consultancy and a track record on migration and labor-related advocacy and information dissemination in various platforms.

NOW, THEREFORE, the **OWWA** has engaged the services of **LINKPAD, INC.** on a contractual basis under the following terms and conditions:

### RESPONSIBILITIES OF THE SERVICE CONTRACTOR

Under the supervision of the Chief of the Advocacy and Social Marketing Division, the Service Contractor shall perform the following services for the development and production of the Portfolio for the 34 regional nominees, 2017 MOFYA Souvenir Program, Promotional Advertisement, the post-event AVP for institutional promotion, and the production of the book "*Mga Waging Kwentong ng OFW*". Specifically, the Service Contractor shall:

1. Provide the following Graphic Design and Editorial Services:
  - Conceptualization and creative concept/input in the lay-out and design of the materials
  - Lay-out and design of cover (front and Back) and inside pages

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- Presentation of two (2) sample concepts for the required materials
  - Preparation of final artwork ready for printing
  - Writing, editing and proofreading
2. Conduct data/information gathering, interviews, and other activities to effectively come up with the post-event Audio Visual Presentation of the 2017 MOFYA and the book of the “Mga Waging Kwento ng OFW” under the copyright of OWWA which shall be in a book form (50 copies in perfect binding) with the size of 5.5 x 8.5 inches with all outputs in electronic copy; and;
  3. Follow the Technical Specifications hereby attached as Annex 1.


Copyrights, reproduction and ownership of all the developed materials shall solely be the property of OWWA.

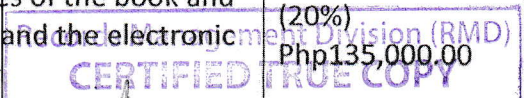

That, notwithstanding the fixed duration of the contract, the same may be terminated earlier by both parties for just and reasonable cause such as unsatisfactory service, provided however, that the terminating party informs the affected party at least thirty (30) days before actual termination.

#### FINANCIAL ARRANGEMENTS

OWWA shall release to the Service Contractor the amount of **SIX HUNDRED SEVENTY-FIVE THOUSAND PESOS (Php 675,000.00)**, inclusive of all applicable taxes, following the subsequent terms of payment:

Deliverables	Target Date for Submission	Conditions of Fund Releases	Payment Schedule
Mobilization Fund: Contract of Service Agreement signed, approved and notarized	07 October 2017	Signed Contract of Service	1st Tranche (10%) Php 67,500.00
Initial Electronic Copies of draft 34 Portfolios of the regional nominees and 2017 MOFYA Souvenir Program	12 October 2017	Acceptance of the draft electronic copies	2nd Tranche (10%) Php 67,500.00
Final Electronic Copy of 34 Portfolios of Regional Winners and Souvenir Program	02 November 2017	Acceptance of the electronic copies ready for printing	3rd Tranche (50%) Php337,500.00
Drafts of the written documentation of <i>Mga Waging Kwento ng OFW</i> and the 2017 MOFYA post-event in AVP format	01 December 2017	Approval of the drafts	4th Tranche (10%) Php 67,500.00
50 copies in perfect binding and electronic copy of the <i>Mga Waging Kwento ng OFW</i> and 50 DVDs of the 2017 MOFYA post-event	14 December 2017	Accepted and approved copies of the book and AVP and the electronic copy	Final Tranche (20%) Php135,000.00

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IN WITNESS WHEREOF, the parties have caused these presents to be signed on this 7th day of October 2017 at the City of Pasay, Philippines.

OVERSEAS WORKERS  
WELFARE ADMINISTRATION

LINKPAD, INC.


By:

  
HANS LEO J. CACDAC  
Administrator

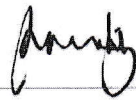
By:

  
EVELYN BUENAVENTURA ALCANTARA  
Managing Director

-WITNESSETH -

  
JOSEFINO I. TORRES  
Deputy Administrator

FUNDS AVAILABLE:



NORLITA P. LUGTU  
Chief  
Accounting Division

9675,000.00  
5.5-3  
12/5/2017

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ACKNOWLEDGMENT

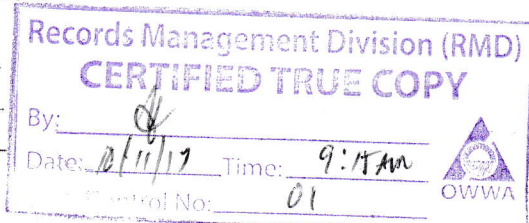
REPUBLIC OF THE PHILIPPINES)

CITY OF PASAY \_\_\_\_\_ ) s.s.

BEFORE ME, a Notary Public for and in the City of 10th this \_\_\_\_\_ day of: October 2017, came and appeared **HANS LEO J. CACDAC**, in his capacity as Administrator of the Overseas Workers Welfare Administration (OWWA) with Community Tax Certificate No. 50004007A, issued at PASAY CITY, and **EVELYN BUENAVENTURA ALCANTARA**, in her capacity as Managing Editor of LINKPAD, Inc. Security Exchange Commission Certificate No. CS20145314, issued at MANDALUYONG CITY, known to me and to me known to be the same person who executed the foregoing instrument and they acknowledged before me that the same is their free and voluntary acts and deeds, and that of the Agency in whose behalf he has acknowledged the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date and at the place first above written.

Doc. No. 270  
Page No. 42  
Book No. 1W  
Series of 2017



**ATTY. ROBERT R. CHUAN**  
NOTARY PUBLIC  
17-11

UNTIL DEC. 31, 2018

PTR NO. PC5266140/1-3-2017 PASAY CITY  
IBP NO. 1037205/11-7-2016 PASAY CITY  
MCLE NO. V-0009650