

SERVICE AGREEMENT

24-10-71

KNOW ALL MEN BY THESE PRESENTS:

This Agreement is made and entered into by and between:

THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X, a regional government agency established and existing under the laws of the Republic of the Philippines with principal office address at Masterson Ave., Upper Carmen, Cagayan de Oro City, herein represented by its Regional Director, **RAMEL F. JAMEN**, hereinafter referred to as "**DSWD FO X**";

- and -

BESTFRIEND GOODIES, an entity duly established and existing under the laws of the Republic of the Philippines, with principal office address at 8940 Cherry St., Camella Homes, Cagayan de City, herein represented by its Authorized Representative, **NENITA M. TAN**, hereinafter referred to as the "**CONTRACTOR**".

WITNESSETH THAT:

WHEREAS, DSWD FO X, through the Bids and Awards Committee, published through the PhilGEPS website an invitation to bid for **SUPPLY AND DELIVERY OF NUTRITIOUS COOKIES FOR SFP OF DSWD FO X**".

WHEREAS, the CONTRACTOR, in response to said publication, has presented and warranted that it has the facility, equipment, and personnel, while being capable, competent, and duly licensed to service the DSWD FO X in accordance with the requirements and specifications of the latter;

WHEREAS, in accordance with rules and regulations, the required bidding process was undertaken by the Bids and Awards Committee and the CONTRACTOR has participated therein and has been adjudged as the lowest calculated/rated and Responsive Bidder that passed the post-qualification process;

WHEREAS, on the basis of the foregoing representations and warranties by the CONTRACTOR, DSWD FO X has awarded the aforementioned contract to herein CONTRACTOR;

NOW THEREFORE, for and in consideration of the foregoing premises and of the terms, conditions, covenants, and undertakings hereafter set forth, the parties hereto agree as follows:

SCOPE OF THE AGREEMENT

1. This Agreement shall govern the terms and conditions for the aforementioned contract of DSWD FO-X herein awarded to CONTRACTOR.

The CONTRACTOR shall supply and delivery of nutritious cookies enumerated herein as well as deliver the said items to the area specified by DSWD FO X.

2. The total contract price as provided herein represents the maximum aggregate amount the Contractor may collect as payable, inclusive of taxes and other applicable fees.

3. The following documents as required and mandated during the bidding process shall be deemed to form and be read and construed as part of this Agreement, whenever applicable, to wit:

- a. Technical Specifications;
- b. Request for Price Quotation;

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X
HANILYN T. CHIAFRANCA, CPA
Accountant III (488)

RAMEL F. JAMEN
Regional Director

BESTFRIEND GOODIES
NENITA M. TAN
Authorized Representative

- c. Instructions to Bidders;
- d. Supplemental Bid Bulletins, if there is any;
- e. Canvass form, including all documents/statements attached to the quotation or submitted by the Bidder;
- f. Eligibility requirements, documents, and/or statements;
- g. Performance Security, if required;
- h. Notice of Award of Contract and the Bidder's conforme thereto;
- i. Notice to Proceed; and
- j. The provisions of R.A. 9184 and its Implementing Rules and Regulations together with all issuances of the Government Procurement Policy Board shall be adopted and formed as integral part hereof.

CONTRACT PRICE

1. The DSWD FO X has allotted to pay to the CONTRACTOR, the total contract price of **ONE MILLION ONE HUNDRED EIGHT THOUSAND SIX HUNDRED FIVE PESOS AND 60/100(Php 1,108,605.60)** in Philippine Currency, inclusive of taxes, delivery and packaging costs, for all services agreed and rendered and for the full, faithful and complete performance of all the work/services under this Contract.
2. The total contract price is subject to the actual usage or availment of DSWD FO X and should the total contract price not be fully consumed or expended by DSWD FO X upon the expiration of this Agreement, then DSWD FO X shall be liable and obligated only to pay the corresponding amount consumed or expended.
3. All payments made by DSWD FO X to the CONTRACTOR shall form part of the contract price and represents full payment for services rendered and items supplied.
4. The provisions on Contract Prices as specified on Rule XIX, Section 61 of the Implementing Rules and Regulations of RA 9184 shall apply.
5. The CONTRACTOR hereby undertakes to supply the following items and within the delivery schedule as provided herein, thus:

SUPPLY AND DELIVERY OF NUTRITIOUS COOKIES FOR SFP

ITEM	UNIT	SPECIFICATIONS	QUANTITY	UNIT COST	TOTAL COST
1	pc	Nutritious Cookies: Variant Nutrico Cookies (30 g) (DOST-FNRI Technology)	38,520	14.39	554,302.80
2	Pc	Nutritious Cookies: Variant Chayote Cookie (30g) (DOST-MNFIC Technology)	38,520	14.39	554,302.80
TOTAL AMOUNT					1,108,605.60

- Shelf Life: at least 1 year from delivery

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X:
 HANILYN T. CIMAFRANCA, CPA
 Accountant III

RAHEL F. JAMEN
 Regional Director

BESTFRIEND GOODIES
 MERITA M. TAN
 Authorized Representative

- Packaging: 30gram foil packed individually,
- boxed per LGU distribution list.
- Labelling in boxes: # of pieces per box, best before date
- No. of Serving per container/pack: 1pc/pack
- *The supplier must be DOST FNRI Certified
- Adoptor (with recent Certification/License)
- Must be HALAL Certified

6. The CONTRACTOR further undertakes that it shall provide services in the following manner and conditions, to wit:

- Ensure that delivery of the above-enumerated food items at the DSWD FO X be made at the desired delivery day as prescribed by the schedule to be provided by DSWD FO X. Delivery time must be within 08:00 AM – 10:00 AM only;
- Provide 3-5 staff including Point Person/Quality Controller to manage the assembly of food supplies/goods in the drop off areas.
- Ensure that the packaging used for the said items be durable to avoid or prevent damage and/or deterioration from point of origin up to their final destination;
- Provide buffer items which consist of 20% of each item as immediate replacement in the event of existence of damaged and/or deteriorated food items during inspection;
- Free delivery to site.
- Service Provider shall indicate/specify the manufacturing/production date, best before/expiry date & nutrition information.
- Indicate "Produced for DSWD Supplementary Feeding Program - NOT FOR SALE" in the packaging.
- Replace any damaged items should it be found to be deteriorated or damaged as soon as it is discovered and within four (4) hours from discovery thereof;
- Supplier should replace found damaged and other unacceptable appearances identified by the quality control within three (3) months upon completion of delivery. Defective items shall be replaced within thirty (30) working days after receipt.
- Ensure that the number of items, as provided by DSWD FO 10 be strictly adhered to in order to provide as much items to as much beneficiaries as possible;
- In instances of any unlawful and non-compliant acts or events, the CONTRACTOR shall be enforced with corresponding penalties of 10% of the total bid contract price;
- In case of suspensions and delays on the delivery of goods and supplies, the CONTRACTOR shall give a prior notice and should be duly approved by the Head of the Procuring Entity (HOPE) to prevent the hampering of the project implementation. Notice should be done at least 1 week prior the delivery schedules and must be based on valid reasons like force majeure and/or fortuitous events.

PAYMENT

- The CONTRACTOR hereby undertakes to submit the corresponding collection billings monthly for services rendered as basis for payment.
- The total amount to be paid shall be net of taxes due.
- Payment by DSWD FO X to the CONTRACTOR shall be made within sixty (60) working days upon submission by the latter of the complete and correct supporting documents evidencing the total monthly deliveries made.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X:


HANILYN T. CHARRANCA, CPA
Accountant III


RAMIEL P. JAVIEN
Regional Director

BESTFRIEND GOODIES


NENITA M. TAN
Authorized Representative

10. No payment made hereto shall be construed as a waiver of any claims by DSWD FO X for any omissions or ineffective performance of the work/service completed and that payments made from time to time shall not be construed as final acceptance of work/service.

11. All payments including any down-payment made, should it be required under this Agreement, shall be paid in the office of DSWD FO X. All billings received by DSWD FO X are subject to evaluation and accounting processing.

EFFECTIVITY & TERM OF CONTRACT

12. This agreement shall take effect based on the effectivity date provided in the Notice to Proceed (NTP) and shall end upon its full performance, inclusive of warranty periods, and/or termination.

13. The term for the completion of the project shall be for FORTY (40) calendar days from the effectivity date provided in the Notice to Proceed (NTP).

INDEPENDENT CONTRACTOR

14. It is expressly understood that the employees of the CONTRACTOR are in no way employees of the DSWD FO X, and as such, DSWD FO X shall not be responsible for any claim for personal injury or damages, including death caused either to any said employees or to any third person, and for claims of any nature arising of their duties as employees of the CONTRACTOR, and this contract shall not be construed to constitute contract of employment by and between DSWD FO X and any of the men hired or taken by the CONTRACTOR, it being clearly understood that this contract is solely between DSWD FO X and the CONTRACTOR.

15. The CONTRACTOR shall be held responsible for all works, materials and properties of DSWD FO X in this Agreement and shall be required to make good at his/her/its (CONTRACTOR) own expense for any damage or loss sustained upon such works, materials and/or properties due to any cause whatsoever.

VIOLATION OF CONTRACT

16. The provisions of Republic Act 9184 and its implementing rules and regulations shall apply.

SPECIAL WARRANTIES AND UNDERTAKING FOR NON-INVOLVEMENT WITH TOBACCO INDUSTRY

17. The CONTRACTOR hereby warrants and ensures that no private firm/company and/or individual connected with and/or belonging to the Tobacco Industry shall take active participation in the preparation, organization, promotion, and conduct of the activity as herein provided.

18. The CONTRACTOR further warrants that it is not part of the Tobacco Industry, nor is it engaged in business or practice, either in whole or in part, as a manufacturer, producer, distributor, wholesaler, or retailer of any Tobacco product or any component therein.

19. The CONTRACTOR further manifests that it is not engaged in any business dealings with any players of the Tobacco Industry.


HAMILYN T. CIMAFRANCA, CPA
Accountant III

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X:


RAMIEK F. JAMIEN
Regional Director


BESTFRIEND GOODIES
MENITA M. TAN
Authorized Representative

TERMINATION AND VENUE OF ACTION

20. The CONTRACTOR hereby undertakes and agrees that any violation of the foregoing warranties and representations shall immediately grant DSWD FO X the option, without need of notice, the pre-termination of this Agreement and all payments due to the Contractor shall immediately be deemed waived without need of any subsequent formalities.

21. DSWD FO 10 and the Contractor hereto agree that all disputes, legal actions, suits and proceedings arising out of or relating to this agreement must be brought exclusively in courts located within the 10th judicial region (collectively known as the "exclusive courts"). Both parties hereby consent and submit to the exclusive jurisdiction of the exclusive courts. No legal action, suit or proceeding with respect to this agreement may be brought in any other forum.

ANTI-GRAFT AND CORRUPTION CLAUSE

22. Each party hereby undertakes that, at any time before and during the preparation, finalization and signing of this Agreement, itself, its directors, officers, or employees have not offered, promised, given, authorized, solicited or accepted any undue pecuniary or other advantage of any kind (or implied that they will or might do any such thing at any time in the future) in any way connected with the Agreement and that it has taken reasonable measures to prevent subcontractors, agents, or any other third parties, subject to its control or determining influence, from doing so.

End of terms and conditions.


HANILYN T. CIMAFRANCA, CPA
Accountant III

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X:


RAMEL P. JAMEN
Regional Director

BESTFRIEND GOODIES

NENITA M. SAN
Authorized Representative

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands at the bottom of this page and on left hand margin of all other pages of this agreement.

FIRST PARTY:
THE DEPARTMENT OF SOCIAL WELFARE
AND DEVELOPMENT FIELD OFFICE X
(DSWD FO X):


RAMEL F. JAMEN
Regional Director

SECOND PARTY:
BESTFRIEND GOODIES
(CONTRACTOR):


NENITA M. TAN
AUTHORIZED REPRESENTATIVE

SIGNED IN THE PRESENCE OF:

Certification for funds availability:


HANILYN T. CIMAFRANCA, CPA
Accountant III – Head Accounting #8

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF CAGAYAN DE ORO) S. S.

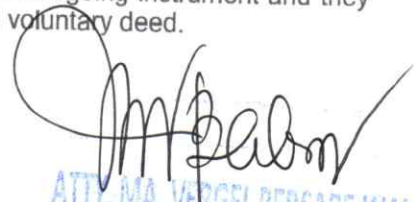
BEFORE ME, a Notary Public, this 05 NOV 2024, in City of Cagayan de Oro, Philippines, personally appeared the following:

Name:	ID	Date/Place of Issuance:
Ramel F. Jamen	<u>BIWD ID # 16-60034</u>	<u>Jan. 19, 2024 / Cagayan City</u>
Nenita M. Tan	<u>DL ID# 001-93-02202</u>	<u>3/11/2022 - Clg</u>

Known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same are their free act and voluntary deed.

WITH MY HAND AND SEAL.

Doc. No. 192
Page No. 40
Book No. 24
Series of 2024.


ATTY. MA. VERGEL BERSABE-WALAG
Notary Public
NC No. 2024-05; until December 31, 2025
Rol# no. 59802; IBP Lifetime No. 018191
PTR No. 5837117-A; TIN 422-682-050
MCLE Compliance No. VIII-00002831
APR, Baitalang Cagayan de Oro City