

SERVICE AGREEMENT

25-01-006

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 -

MINDANAO GLASSWARE GENERAL MERCHANDISE, INC., an entity duly established and existing under the laws of the Republic of the Philippines, with principal office address at Captain Vicente Roa St., Barangay 33, Cagayan de Oro City herein represented by its Authorized Representative, **JOSHUA B. TEMPLA** 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 the **SUPPLY AND DELIVERY OF NON-FOOD ITEMS FOR BANGUN 2025 - LOT 2 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.
2. The CONTRACTOR shall supply and deliver of Non-Food Items for the implementation of the Bangsamoro Umpungan sa Nutrisyon Project enumerated herein as well as deliver the said items to the area specified by DSWD FO X.
3. 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.
4. 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:

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X:

HANILYN T. CIMA FRANCA, CPA
Accountant III

RAMEL F. JAMEN
Regional Director

MINDANAO GLASSWARE GENERAL MERCHANDISE, INC.

JOSHUA B. TEMPLA
Authorized Representative

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

5. The DSWD FO X has allotted to pay to the CONTRACTOR, the total contract price of **EIGHT HUNDRED FORTY THOUSAND EIGHT HUNDRED PESOS Php 840,800.00** 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.

6. 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.

7. 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.

8. The provisions on Contract Prices as specified on Rule XIX, Section 61 of the Implementing Rules and Regulations of RA 9184 shall apply.

9. The CONTRACTOR hereby undertakes to supply the following supplies, thus:

Lot 2 SUPPLY AND DELIVERY OF NON-FOOD ITEMS FOR BangUn 2025

| ITEM NO. | ITEM DESCRIPTION | UNIT | QTY | UNIT PRICE | TOTAL |
|----------|---|------|-------|------------|------------|
| 1 | Tablespoon <ul style="list-style-type: none">- Stainless Steel Solid- Minimum Length is 18cm- Thickness: Head – 1mm, Handle – 2mm | pc | 5,000 | 12.80 | 64,000.00 |
| 2 | Fork <ul style="list-style-type: none">- Stainless Steel Solid- Minimum Length is 18cm- Thickness: Head – 1mm, Handle – 2mm | pc | 5,000 | 12.80 | 64,000.00 |
| 3 | Lunchbox <ul style="list-style-type: none">- Hard Plastic with lid- having 3 compartments with 2-inches depth- rectangular in shape- assorted color | pc | 5,000 | 39.20 | 196,000.00 |

| | | | | | |
|--------------|--|----|-------|----------|-------------------|
| | - BPA FREE | | | | |
| 4 | Drinking Tumbler <ul style="list-style-type: none"> - Hard Plastic with lid - holds 500ml of liquid - assorted color - BPA free | pc | 5,000 | 32.80 | 139,040.00 |
| 5 | Carajay/Frying Pan/Wok <ul style="list-style-type: none"> - Diameter: at least 24 in. - Size: Number 1 - Material: Aluminum (double handled) | pc | 100 | 1,390.40 | 175,040.00 |
| 6 | Kaldero/Pot/Casserole <ul style="list-style-type: none"> - Length: Diameter at least 14in - Height: at least 9 in - Material: Aluminum - Size: Number 1 - Design: Double-handled | pc | 100 | 1,750.40 | 175,040.00 |
| 7 | Serving Ladle/ Soup Ladle <ul style="list-style-type: none"> - Length: from tip to scooper at least 24cm - Diameter of Scooper: at least 4 inches - Material: Metal | pc | 100 | 38.40 | 3,840.00 |
| 8 | Chopping Board <ul style="list-style-type: none"> - Rectangular in Shape - White in Color - Material: Plastic - Width-height-length: 25cm x 1cm x 35cm | pc | 100 | 268.80 | 26,880.00 |
| 9 | Knife <ul style="list-style-type: none"> - Chef's knife - Stainless steel blade of appropriate grade - Wood or plastic handle - Length is 8" minimum - Blade base min of 1.5mm measured at the middle of the blade (thickness) | pc | 100 | 80.00 | 8,000.00 |
| TOTAL | | | | | 840,800.00 |

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X:

HANILYN T. CIMA FRANCA, CPA
Accountant IIIRAMEL F. JAMEN
Regional Director

MINDANAO CLASSWARE GENERAL MERCHANDISE, INC.

JOSHUA S. EMPLA
Authorized Representative

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

- Ensure that delivery of the above-enumerated items at the DSWD FO X be made at the desired delivery day as stipulated in the attached Delivery Schedule. Delivery time must be within 08:00 AM – 10:00 AM only;
- 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;

- c. To 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;
- d. 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; and

PAYMENT

11. The CONTRACTOR hereby undertakes to submit the corresponding collection for services rendered as basis for payment.

12. The total amount to be paid shall be net of taxes due.

13. 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 deliveries made.

14. 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.

15. 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.

PERIOD OF THE CONTRACT & EFFECTIVITY

16. The term of this Agreement shall commence upon the signing thereof and shall end on 31 December 2025 or until the total contract price be fully consumed or expended by DSWD FO X, whichever comes first.

17. In the event that the aforementioned contract price be unconsumed after the period stated in the immediately preceding item, this Agreement shall remain in full force and effect three (3) months after its effectivity or until 31 December 2025 in order to fully consume or expend the remaining funds.

LIQUIDATED DAMAGES

18. The CONTRACTOR shall pay 1% of the cost of unperformed portion for everyday of delay. Impose termination of contract upon 10% accumulation of 1% cost of unperformed portion for everyday of delay.

INDEPENDENT CONTRACTOR

19. 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.

20. 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.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X:

HANILYN T. CIMA FRANCA, CPA
Accountant III #8

RAMEL F. JAMEN
Regional Director

MINDANAO CLASSWARE GENERAL MERCHANDISE, INC.

JOSHUA M. TEMPLA
Authorized Representative

VIOLATION OF CONTRACT

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

SPECIAL WARRANTIES AND UNDERTAKING FOR NON-INVOLVEMENT WITH TOBACCO INDUSTRY

22. 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.

23. 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.

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

TERMINATION AND VENUE OF ACTION

25. 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.

26. 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

27. 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.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X:


MANILYN T. CIMAFRANCA, CPA
Accountant III


RAMEL F. JAMEN
Regional Director

MINDANAO BLISSWARE GENERAL MERCHANDISE, INC.


JOSHUA B. TEMPLA
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:
MINDANAO GLASSWARE GENERAL MERCHANDISE, INC.
(CONTRACTOR):



JOSHUA B. TEMPLA
AUTHORIZED REPRESENTATIVE

SIGNED IN THE PRESENCE OF:

Certification for funds availability:



HANILYN C. CIMAFRANCA, CPA
Accountant III – Head Accounting

ACKNOWLEDGEMENT

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

FEB 18 2025


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

| Name: | ID | Date/Place of Issuance: |
|------------------|-------|-------------------------|
| Ramel F. Jamen | _____ | _____ |
| Joshua B. Templa | _____ | _____ |

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. 423
Page No. 85
Book No. 08
Series of 2025.


ATTY. ED GIBSIN BELARMINO
Notary Public
El Salvador to Binuangan, Misamis Oriental including
Cagayan de Oro City
Until December 31, 2026
Notarial Commission No. 2025-39
PTR No. 6163979 dated 12/05/2024/Misamis Oriental
IBP No. 480300 dated 12/02/2024/Misamis Oriental
Roll No. 82051 May 26, 2022
MCLE Compliance No. V111-0002893 until 04/14/2028
Montalvan-Velez St., Barangay 14
Cagayan de Oro City
TIN: 277-385-330

DELIVERY SCHEDULE

| LOT | LGU | APPROVED BUDGET OF THE CONTRACT | PLACE OF DELIVERY | FREQUENCY OF DELIVERY (one time delivery) | REFERENCE |
|-----|--|--|--|---|---------------------------|
| 2 | Selected LGU in Lanao del Sur | PhP 840,800.00 | Selected LGU in Lanao del Sur | April 3, 2025 | Delivery date schedule |

NOTE:

- Service provider commit to support the EPAHP partners Community Social Groups (CSG) also term as Community Based Organization (CBO) products.
- Service provider shall indicate/specify the brand name of the product base on the bid offer.

A. PRICE: Prices stated in this PR are inclusive of delivery costs, labor cost and packaging.

B. DELIVERY SITES:

1. Municipalities in Lanao del Sur (Free delivery to sites)

C. DELIVERY SCHEDULE:

- ☐ Delivery schedule is every Monday
- ☐ Within the attached schedule of delivery and timeline.

D. PERISHABLE GOODS:

Frozen goods should have a good amount of insulation to maintain the cold temperature

While vegetables and fruits need to be wrapped in plastic or foil. Items should be Produced locally. Provide buffer 10% of each item every delivery.

E. UNLOADING OF ITEMS:

Provide at least 6 persons (manpower) for unloading and segregation of items.

F. WEIGHING SCALE:

Provide at least 3 working weighing scales during the delivery

G. PACKAGING:

Provide crates during deliveries for assembly of items with label and quantity per item to

prevent damage or deterioration during transit to their final destination.

H. Provide CLEAN TRAPAL and STACKABLE MULTI-PURPOSE CRATES (59.5cm Length, 39.5 cm Width, 31cm Height) according to the number barangays during

deliveries for assembly of items with label and quantity of items per barangay.

I. STORAGE:

The supplier should provide a chest freezer that has a storage of not less than 200L and has a lock key function to be used in the target area for 180 days.

J. INSPECTION AND FINAL ACCEPTANCE:

Inspection and Final Acceptance shall be done in the identified drop off areas and shall be presented in every delivery to C/MAT (Pantawid or SLP) Inspector and Acceptor.

K. PROOF OF DELIVERY:

Sales Invoice/The Delivery Receipts/Acknowledgment Receipts/Tally Sheets must be Signed by authorized person to support claims for payment.

L. PAYMENT TERMS:

Payment will be made within 60 working days upon submission of complete and correct Supporting documents of the delivery.

M. BREAKDOWN:

Breakdown per item of quantity per drop off areas/delivery sites referring to the Distribution Sheet provided by the end-user