

20-00169

**Contract for the Procurement of Consulting Services for the Development of the Electronic Document Control Center for the Implementation of the Department of Tourism's Quality Management System**

This *Contract for the Procurement of Consulting Services for the Development of the Electronic Document Control Center for the Implementation of the Department of Tourism's Quality Management System* ("Agreement") is made and entered into this \_\_\_\_ day of SEP 24 2020 between:

The **DEPARTMENT OF TOURISM (DOT)**, a government agency with principal office at New DOT Building, 351 Sen. Gil Puyat Avenue, Makati City, represented by its **Assistant Secretary, LEILA MAGDA G. RIVERA** ("Entity");

and

**ERGONS PROJECT MARKETING CONSULTANT**, a private entity with business address at 16<sup>th</sup> Floor Suite 1618 City and Land Mega Plaza Building, ADB Avenue, cor. Gamet Road, Ortigas Center, Pasig City, represented by its **Managing Director, TERESITA V. PASCUAL** ("Consultant");

Each a "Party" and collectively, the "Parties"

WITNESSETH:

**WHEREAS**, the Entity is mandated to develop and implement a centralized records management and tracking system, and evaluate the feasibility of transforming to electronic the various information and transactions of its operating units;

**WHEREAS**, pursuant to this mandate, the Entity seeks to engage the services of a consultant which shall develop an Electronic Document Control Center (E-DCC) to ensure the agency's compliance with Clause 7.5 Control of Documented Information requirements of the ISO 9001:2015 Standard;

**WHEREAS**, the Bids and Awards Committee (BAC) of the Entity, through **BAC Resolution No. 2020-143**, has declared the Consultant to be the **Single Rated and Responsive Bidder (SRRB)** following a competitive bidding procedure for the procurement of consulting services for the development of the Electronic Document Control Center for the implementation of the Department of Tourism's Quality Management System, with a contract duration effective from the receipt of the Consultant of the Notice to Proceed until 31 December 2020;

**WHEREAS**, pursuant to the abovementioned BAC Resolution, the Entity has accepted the bid of the Consultant for **Two Million Six Hundred Eighty-Eight Thousand Nine Hundred Ten Philippine Pesos (PhP2,688,910.00)** inclusive of all applicable taxes;

**NOW, THEREFORE**, based on the foregoing, the Parties agree 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 hereinafter referred to.
2. The following documents shall be attached, deemed to form and be read and construed as part of this Agreement, to wit.:
  - (a) General and Special Conditions of Contract;
  - (b) Terms of Reference
  - (c) Request for Expression of Interest;

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- (d) Instruction to Bidders;
- (e) Bid Data Sheet
- (f) Addenda and/or Supplemental/Bid Bulletins, if any;
- (g) Bid forms, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents/statements submitted (e.g., bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from Procuring Entity's bid evaluation;
- (h) Eligibility requirements, documents and/or statements;
- (i) Performance Security;
- (j) Notice of Award of Contract and the Bidder's conforme thereto;
- (k) Other contract documents that may be required by existing laws and/or the Entity.

3. In consideration of the payments to be made by the Entity to the Consultant as hereinafter mentioned, the Consultant hereby covenants with the Entity to execute and complete the Consulting Services and remedy any defects therein in conformity with the provisions of this Consultant in all respects.
4. The Entity hereby covenants to pay the Consultant in consideration of the execution and completion of the Consulting Services, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed the day and year first above written.

**DEPARTMENT OF TOURISM**  
(Entity)

**ERGONS PROJECT MARKETING**  
**CONSULTANT**  
(Consultant)

By:

By:

  
**LEILA MAGDA G. RIVERA**  
Assistant Secretary

  
**TERESITA V. PASCUAL**  
Managing Director

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

\_\_\_\_\_

Certified Funds Available:

  
**AIDA T. SORIANO**  
Chief, Accounting Division

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ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)  
MAKATI )S.S.

BEFORE ME, a Notary Public, in and for Makati, this 7<sup>th</sup> day of October 2020, personally appeared LEILA MAGDA G. RIVERA with her Government Issued ID DOT ID # 180050; and TERESITA V. PASCUAL with her Government Issued ID - DOT # EC6613368 known to me to be the same persons who executed the foregoing instrument consisting of three (3) pages, including this page on which the Acknowledgment is written, and they acknowledged the same to be their free and voluntary act and deed and of the entities they represent.

WITNESS MY HAND AND SEAL on this 7<sup>th</sup> day of October 2020.

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Series of 2020

ATTY. AUDELLE H. TAMORA  
NOTARY PUBLIC  
UNTL DECEMBER, 2021

PENTHOUSE, LEGAL AFFAIRS SERVICE, DOT BLDG  
PTR NO. 8144622 - 1/15/20 - MAKATI CITY  
IBP LIFETIME MEMBER 04646 / MAKATI CITY  
ROLL NO. 44115-MCLE VI-0024349



*Handwritten mark*



**CERTIFICATION**

I, **LEILA MAGDA G. RIVERA**, of legal age and with office address at the New DOT Building, 351 Gil Puyat Avenue, Makati City, after having been sworn in accordance with the law, state that:

1. I am the Assistant Secretary of the Department of Tourism (DOT) and the Delegated Head of the Procuring Entity;
2. Pursuant to Bids and Awards Committee (BAC) Resolution No. 2020-143, the DOT and ERGONS PROJECT MARKETING CONSULTANT. entered into a Service Contract for the Consulting Services for the Development of the Electronic Document Control Center for the Implementation of the Department of Tourism's Quality Management System amounting to Two Million Six Hundred Eighty-Eight Thousand Nine Hundred Ten Pesos (PhP2,688,910.00) (the "Contract");
3. I hereby certify that the Contract has been entered into in faithful compliance with Republic Act No. 9184 and its Implementing Rules and Regulations, and all other applicable laws, rules, and regulations;
4. This Certification is being made in compliance with Executive Order No. 423 s. 2005 as amended by Executive Order No. 34 s. 2017.

**IN WITNESS WHEREOF**, I have affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_ at Makati City.

*Leila Magda G. Rivera*  
**LEILA MAGDA G. RIVERA**  
 Assistant Secretary  
 Department of Tourism

SUBSCRIBED AND SWORN to before me this 7<sup>th</sup> day of October 2020 at Makati affiant exhibiting to me his/her DOT ID # 180050

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 Series of 2020.

ATTY. AUDELLE H. ZAMORA  
 NOTARY PUBLIC  
 UNTIL DECEMBER, 2021  
 PENTHOUSE, LEGAL AFFAIRS SERVICE, DOT BLDG  
 PTR NO: 8144622 - 1/15/20 - MAKATI CITY  
 IBP LIFETIME MEMBER 04646 / MAKATI CITY  
 ROLL NO: 24115-MCLE VI-0024349