



NOTICE OF AWARD

MS. TERESITA V. PASCUAL

Managing Director

ERGONS Project Marketing Consultant

16 Floor Suite 1618, City and Land Mega Plaza Bldg.

ADB Avenue cor. Garcia Rd.

Ortigas Center, Pasig City

Dear Ms. Pascual:

We are pleased to notify you that your Bid dated 17 August 2020 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 Total Contract Price of **Two Million Six Hundred Eighty-Eight Thousand Nine Hundred Ten Philippine Pesos (PhP2,688,910.00)** inclusive of applicable taxes and with a contract duration effective from the receipt of the Consultant of the Notice to Proceed to 31 December 2020, is hereby accepted, subject to the agreements made during the Negotiation, as follows:

- The DOT and Service Provider have agreed to stick to the terminal completion of the project on 31 December 2020. However, both parties will also consider the quarantine status of Metro Manila during the development of EDCC;
- The Service Provider will coordinate with IT Division of DOT on the technical and technological aspects of the EDCC;
- The Service Provider will shoulder the expenses incurred for the online trainings (e.g. video conferencing software subscriptions). Both parties agreed to utilize other platforms for the conduct of trainings such as Zoom;
- Both parties have agreed to adopt the Agile Development, specifically the Rapid Application Development (RAD) as the software development approach;
- Both parties have agreed to use the official work email address (tourism.gov.ph) as user accounts, whenever possible and applicable;
- The DOT will provide existing process flow, forms, templates, and other pertinent documents as required in the EDCC development. Likewise, all submitted documents/records shall be treated with confidentiality;
- The DOT IT Division will provide the domain for the EDCC;
- The Service Provider will include Security Feature in the EDCC. They will also ensure that said features will be in accordance with the National Cybersecurity Plan 2022;
- The Service Provider will also include a record locking feature in the EDCC; and
- The Service Provider agreed to prepare Guide Kit in addition to User Manual for Non-Administrator.

You are hereby required to provide within ten (10) calendar days upon receipt of this Notice, a Performance Security in any of the following forms and corresponding amount:

- Cash or cashier's/managers check issued by a Universal or Commercial Bank **or** Bank draft/guarantee **or** irrevocable letter of credit issued by a Universal or Commercial Bank, payable to the Philippine Department of Tourism in the amount equivalent to at least five percent (5%) of the Total Contract Price or equivalent to at least **PhP134,445.50 or**
- Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security in the amount equivalent to at least thirty percent (30%) of the Total Contract Price or equivalent to at least **PhP806,673.00.**

Refusal to accept the award without a justifiable reason and failure to provide the Performance Security within the prescribed period shall constitute sufficient ground for cancellation of the award, forfeiture of the bid security and disqualification in any future bidding of this Department.

Very truly yours,

lmrivera
LEILA MAGDA G. RIVERA
Assistant Secretary for Administration and Finance
Department of Tourism

Date Signed: _____

Conforme: TERESITA V. PASCUAL
(Awarded bidder's name of authorized representative and signature)

Date: 9/10/2020