



## NOTICE TO PROCEED

09 June 2023

**MS. DALIA R. SINGCA**

Sales Operations Manager  
Infoworx, Inc.  
2nd Floor IT Center, New Manila  
Quezon City, Metro Manila  
(02)-4115-942

**Dear Ms. Singca:**

Warm greetings from the Department of Social Welfare and Development – Cordillera Administrative Region (DSWD-CAR)!

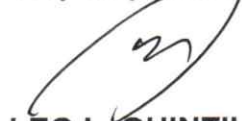
The attached Contract Agreement having been approved, notice is hereby given to **Infoworx, Inc.** that work may commence for the project, **Purchase and Delivery of Semi-expendable Equipment (Printers) for the use of DSWD CAR Field Office and SWAD Office Staff** under **2023-DSWD-CAR-08**.

Upon receipt of this notice, you shall be responsible for performing the services under the terms and conditions of the agreement and in accordance with the **Final Implementation and Delivery Schedule as attached**.

Please acknowledge receipt and acceptance of this notice by signing the space provided below. Keep one (1) copy and return the remaining copies to this office.

Thank you.

Very truly yours,



**LEO L. QUINTILLA**

Regional Director

LLQ/EHGJR/MMAWA/love@ps

I acknowledge receipt of this Notice on: June 16, 2023

Name or Authorized Representative: REMEDIAS MA CAY

Signature: Remedias



## CONTRACT AGREEMENT

THIS AGREEMENT made on the 9<sup>th</sup> day of **June 2023** between **Department of Social Welfare and Development – Cordillera Administrative Region** represented by **DIR. LEO L. QUINTILLA**, Regional Director with office address at 40 North Drive, Baguio City, Philippines (hereinafter called “the Entity”) of the one part and **Infoworx, Inc.** represented by **MS. DALIA R. SINGCA**, **Sales Operations Manager** with office address at 2nd Floor IT Center, New Manila, Quezon City, Metro Manila (hereinafter called “the Service Provider”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and services, particularly **Purchase and Delivery of Semi-expendable Equipment (Printers) for the use of DSWD CAR Field Office and SWAD Office Staff** under **ITB No: 2023-DSWD-CAR-08** and has accepted a Bid by the Supplier for the supply of those goods and services with contract amount of **Five Hundred Eighty Two Thousand Eight Hundred Pesos (PhP 582, 800.00)** (hereinafter called “the Contract Price”);

### NOW THIS AGREEMENT WITNESSETH 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 referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:

- i. Philippine Bidding Documents (PBDs);
  - i. Schedule of Requirements;
  - ii. Technical Specifications;
  - iii. General and Special Conditions of Contract
  - iv. Supplemental or Bid Bulletins, if any
  - v. Bid Data Sheet
- ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;



- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of **Five Hundred Eighty Two Thousand Eight Hundred Pesos (PhP 582, 800.00)** for such other sums as may be ascertained, **Infoworx, Inc.** agrees to provide the goods and services for the **Purchase and Delivery of Semi-expendable Equipment (Printers) for the use of DSWD CAR Field Office and SWAD Office Staff** under **ITB No: 2023-DSWD-CAR-08** in accordance with his/her/its Bid.
4. The **Department of Social Welfare and Development – Cordillera Administrative Region** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

  
**DIR. LEO L. QUINTILLA**  
 Regional Director

  
**MS. DALIA R. SINGCA**  
 Sales Operations Manager

for:


for:

**Department of Social Welfare and Development – Cordillera Administrative Region**

**Infoworx, Inc.**

**Signed in the presence of**

  
**MARY MELODEE ANNE ANIPEC**  
 AOII / Concurrent Head, Supply Unit

  
Jeremy Alisto

**CERTIFIED FUNDS AVAILABLE:**

  
**WILBOURN B. BACOLONG**  
 Accountant III



**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)  
Rosario, La Union )

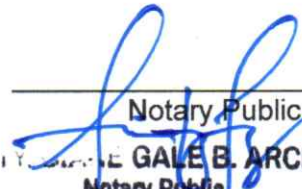
BEFORE ME, a Notary Public for in Rosario, La Union, Philippines,  
personally appeared this JUN 14 2023 day of **June 2023**.

Name	Community Tax Cert. No./ID No.	Date/Place Issued
<u>DIR. LEO L. QUINTILLA</u>	<u>FO3-86-028457</u>	<u>Iloilo City/01/25/2022</u>
<u>MS. DALIA R. SINGCA</u>	<u>UMID No. 0411-14770 87 -2</u>	<u></u>

Known to me to be the same persons, who executed the foregoing instruments and acknowledged that the same is free and voluntary act and deed.

This document refers to the Contract of Services consisting of three (3) pages including this page signed by the parties and witnesses.

**IN WITNESS WHEREOF**, I have hereunto set my hands and affixed my notarial seal at the place and date above written.

  
\_\_\_\_\_  
Notary Public  
**GALE B. ARCISO**  
Notary Public  
until **December 31, 2024**  
Roll No. **79149 / May 14, 2022**  
PTR No. **8075425 / January 31, 2023 / Baguio City**  
IBP No. **284242 / January 3, 2023 / Baguio-Benguet**  
MCLE Compliance No. **VIII-BEP002519 until April 14, 2028**  
Mobile No.: **0906-169-1699**  
Email Address: **dianearciso@gmail.com**

Doc. No.: 11  
Page No.: 4  
Book No.: 1  
Series of: 2023



**NOTICE OF AWARD**

26 May 2023

**MS. DALIA R. SINGCA**

Sales Operations Manager

**Infoworx, Inc.**

2nd Floor IT Center, New Manila

Quezon City, Metro Manila

(02)-4115-942

**Dear Ms. Singca,**

Warm greetings from the Department of Social Welfare and Development – Cordillera Administrative Region (DSWD-CAR)!

We are happy to inform that your bid/proposal received and opened on **15 May 2023** for the project, **Purchase and Delivery of Semi-expendable Equipment (Printers) for the use of DSWD CAR Field Office and SWAD Office Staff** under ITB No. **2023-DSWD-CAR-08** as corrected and modified is hereby accepted, as follows:

Quantity	Description	Contract Amount
1 lot	<b>Purchase and Delivery of Semi-expendable Equipment (Printers) for the use of DSWD CAR Field Office and SWAD Office Staff</b>	Php 582,800.00
	<i>Five Hundred Eighty Two Thousand Eight Hundred Pesos</i>	

You are hereby required to provide within ten (10) calendar days from receipt of this notice to post the performance security in the form of cash, managers check or cashier's check or bank guarantee issued by a Universal or Commercial Bank in the amount of Five (5%) percent or Surety Bond issued by a surety or insurance company duly certified by insurance commission as authorized to issue such security amounting to Thirty Percent (30%) of the total contract price.


Failure to provide the performance security shall constitute sufficient ground for cancellation of the award and forfeiture of the bid security.

Thank you.

Very truly yours,

  
**LEO L. QUINTILLA**

Regional Director

**Conforme:** \_\_\_\_\_  
Remedios Macay**Date** :

5/31/2023



BIDS AND AWARDS COMMITTEE (BAC)  
Resolution No. 2023-05-532

**BAC RESOLUTION DECLARING LOWEST CALCULATED RESPONSIVE BID  
AND RECOMMENDING AWARD**

— ITB 2023-DSWD-CAR-058—  
[PR NO. 2023-03-0186 / 2023-03-254]

**WHEREAS**, the Department of Social Welfare and Development - Cordillera Administrative Region (DSWD-CAR) through the Administrative Division – Supply Unit planned for the Procurement of the project, **Purchase and Delivery of Semi-expendable Equipment (Printers) for the use of DSWD CAR Field Office and SWAD Office Staff** with an Approved Budget for the Contract (ABC) amounting to **One Million Eighty Five Thousand Pesos (PhP 1,085, 000.00)**;

**WHEREAS**, in consonance with the Republic Act 9184 and its Implementing Rules and Regulations, a Project Procurement Management Plan (PPMP) for the project was incorporated in CY2023 Supplemental Annual Procurement Plan (APP) of the Field Office adopting Public Bidding as mode of Procurement;

**WHEREAS**, the Bids and Awards Committee (BAC) through the BAC Secretariat advertised the Invitation to Bid from **25 April 2023 to 12:00 NN (PST) of 15 May 2023** at DSWD-CAR website, Philippine Government Electronic Procurement System (PhilGEPS) and posted at DSWD-CAR Bulletin Board located at the main entrance of the Field Office;

**WHEREAS**, in reference to BAC Resolution No. 2023-05-495 the bid of **INFOWORX, INC.** was declared as **Lowest Calculated Bid** for passing the bid evaluation process and subjected for post-qualification;

**WHEREAS**, a post-qualification report was presented by the Technical Working Group on 26 May 2023 with the following result:

- The technical and financial documents were found valid, updated and authentic;
- Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and has submitted to the BAC Secretariat a copy covering the last six (6) months;
- The bidder presented the offered product compliant to the technical specifications;
- Assured to adhere to the technical requirements and conditions of the project;
- Has enough contracting capacity to undertake the project;
- With the above, the bidder was found legally, technically and financially compliant;
- Overall Evaluation: **Responsive**

**WHEREAS**, the BAC deliberated the result of Post-Qualification and found merit to the findings of the TWG and unanimously declared **INFOWORX, INC.** as **Lowest Calculated and Responsive Bid (LCRB)** upon determination that the bidder has passed all the criteria for post-qualification;

**NOW, THEREFORE**, we, members of the Bids and Awards Committee, hereby **RESOLVE** as it is hereby **RESOLVED** to:

- Declare the bid of **INFOWORX, INC.** as **Lowest Calculated Responsive Bid** for the project, **Purchase and Delivery of Semi-expendable Equipment (Printers) for the use of DSWD CAR Field Office and SWAD Office Staff** with contract amount of **Five Hundred Eighty Two Thousand Eight Hundred Pesos (PhP 582, 800.00)** only;
- Recommend to the Head of the Procuring Entity (HOPE) the award of contract to **INFOWORX, INC.**;
- For approval of the HOPE.

**Resolved** at DSWD-CAR, Baguio City, Philippines this **26<sup>th</sup> day of May 2023.**

**BIDS AND AWARDS COMMITTEE**

*aw*  
**LEONILA G. LAPADA**  
 SWAsst / Property and Supply Section  
 Provisional Member/(End User )

*Marvin F. Gamboa*  
**MARVIN F. GAMBOA**  
 ITO II / RICTMS  
 Provisional Member (Technical Expert)

*Michelle Gayagay-Lee*  
**ATTY. MICHELLE GAYAGAY-LEE**  
 Attorney III / ORD-LU  
 Regular Member

*Rojhelea An Marie S. Claure*  
**ROJHELEA AN MARIE S. CLAUR**  
 Alternate Vice-Chairperson

*- not present -*  
**ENGR. ENRIQUE H. GASCON JR.**  
 Director III / ARD for Administration, OARDA  
 Chairperson

**Approved**       **Disapproved**

*Leo L. Quintilla*  
**LEO L. QUINTILLA**  
 Regional Director  
 (per Special Order No. 3051, Series of 2022)  
 Authorized Representative/Head of the Procuring Entity

*MMAWA/love*

