

## NOTICE TO PROCEED

25 June 2020

**MR. RICH P. BASABICA**

Vice-President and COO  
**QUALITY GUARDS SERVICES AND INVESTIGATION AGENCY**  
35 Dr. Carino St., Upper QM, Baguio City

Dear Mr. Basabica,

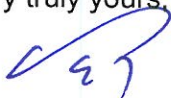
Warm greetings from the Department of Social Welfare and Development – Cordillera Administrative Region (DSWD-CAR)!

The attached Contract of Agreement having been approved, notice is hereby given to **QUALITY GUARDS SERVICES AND INVESTIGATION AGENCY, INCORPORATED** that work may commence for the project, **Outsourcing Service Provider for the Security Services to DSWD Field Office, Training Center and Other Facilities for 2020 from July 1, 2020 to December 2020.**

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 Implementation Schedule.

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.

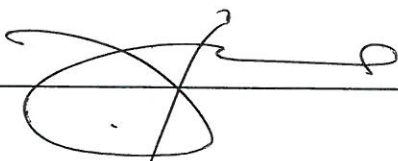
Very truly yours,



**LEO L. QUINTILLA**  
OIC Regional Director

I acknowledge receipt of this Notice on: JUNE 27, 2020  
Date

Name or Authorized Representative: RICH P. BASABICA  
Name

Signature: 

## Contract Agreement Form

THIS AGREEMENT made this 22<sup>nd</sup> day of **June 2020** between **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD-CAR)** represented by **OIC-Regional Director LEO L. QUINTILLA**, with office address at **40 North Drive, Baguio City**, (hereinafter called the "Entity") and **QUALITY GUARDS SERVICES AND INVESTIGATION AGENCY, INC.** represented by **RICH P. BASABICA**, Vice President and COO with office address at **35 Dr. Cariño St, Upper QM, Baguio City** (hereinafter called the "Contractor").

WHEREAS the Entity invited Bids for the project, **Outsourcing of Service Provider for the Security Services to DSWD Field Office, Training Center and Other Facilities for 2020 Outsourcing of Service Provider for the Security Services to DSWD Field Office, Training Center and Other Facilities for 2020 (ITB 2020-DSWD-CAR-01)** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Two Million Four Hundred Eighty One Thousand Two Hundred Fifty Pesos and 02/100 (Php2,481,250.02)** (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 shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g. bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity's bid evaluation;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract;
  - (f) the Performance Security; and
  - (g) the Entity's Notice of Award.
  - (h) Contract for Security Services
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

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.

**DEPARTMENT OF SOCIAL WELFARE  
AND DEVELOPMENT - CAR**

**QUALITY GUARDS SERVICES  
AND INVESTIGATION AGENCY,  
INC.**

BY:



**LEO L. QUINTILLA**  
OIC Regional Director

BY:



**RICH P. BASABICA**  
Vice-President and COO

Signed in the presence of



**AILEEN M. BALLESTEROS**  
Head – General Services Section



**SAMUEL R. OLUNAN**  
Supervising Security Guard



**WILBOURN B. BACOLONG**  
Accountant III

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)  
CITY OF BAGUIO )

BEFORE ME, a Notary Public for in **Baguio City, Philippines**, personally appeared this 30<sup>th</sup> day of **JUNE 2020**.


| Name                    | Community Tax Cert. No./ID no. | Date/Place Issued                  |
|-------------------------|--------------------------------|------------------------------------|
| <u>LEO L. QUINTILLA</u> | <u>DSWD ID No: 061096</u>      | <u>August 23, 2018/Iloilo City</u> |
| <u>RICH P. BASABICA</u> | <u>PRC ID No. 0050881</u>      | <u>Baguio City</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 WHEREFOR, I have hereunto set my hands and affixed my notarial seal at the place and date above written.

Doc. No.: 311  
Page No.: 06  
Book No.: CXLII  
Series of: 500

  
**GEORGE M. FLORENDO**  
NOTARY PUBLIC  
Until December 31, 2020.  
Not Com. No. 27418-15R  
**Notary Public**  
MCLE Compl. Number V-0000006 6/24/15  
PTR No. 3895700 12/10/13 Baguio City  
IBP OR No. 05115 12/10/18 Baguio City  
Roll No. 10703 5/1/15G  
Room C-206 Lopez Bldg.,  
Sectop Road, 2600 Baguio City  
Tel. No. (074) 304-3547

*Handwritten initials and signatures*