

CONTRACT AGREEMENT
No. 2025-01-016

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and entered into this 23RD day of JANUARY 2025 at Butuan City, Agusan del Norte, Philippines between and among:

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**, a National Agency of the Republic of the Philippines, with office address at Batasan Pambansa Complex, Diliman, Quezon City herein represented by **MARI-FLOR A. DOLLAGA-LIBANG** in her capacity as Regional Director of **FIELD OFFICE CARAGA**, hereinafter referred to as the **"Entity"**;

AND

SAPPHIRE SECURITY AGENCY, a duly licensed private entity, organized and existing by virtue of the laws of the Republic of the Philippines with office address at 2nd Floor, Montinola Bldg., 139, J.C Aquino Ave. Imadejas, Butuan City, Philippines, represented by **ERNESTO F. GALOLA**, General Manager, hereinafter referred to as the **"Service Provider"**;

WITNESSETH

WHEREAS, the Entity invited Bids for security services, particularly the **PROVISION OF SECURITY SERVICES FOR DSWD FIELD OFFICE CARAGA, RRCY, HFG, AND DRMD WAREHOUSE FOR C.Y. 2025** and has accepted the Bid by the Service Provider for the provision of Security services in the sum of **FOUR MILLION SIX HUNDRED FIFTY-EIGHT THOUSAND ONE HUNDRED SEVENTY-SIX PESOS AND 50/100 ONLY (PhP4,658,176.50)** (hereinafter called "the Contract Price").

NOW THEREFORE, for and in consideration of the foregoing premise and mutual terms, conditions and stipulations hereinafter set forth, the parties do hereby agree:

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 an integral part of this Agreement, viz.:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications and Terms and Conditions;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins (SBB No. 1 dated December 2, 2024, SBB No. 2 dated December 4, 2024);
 - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 - iii. 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, to wit:

MARI-FLOR A. DOLLAGA - LIBANG
Regional Director


ERNESTO F. GALOLA
General Manager

Item no.	Description/Area of Duty	Tour of Duty	No. of Guards	Quantity	No. of Work Hours	Days of Duty	TOTAL BID PRICE
1	Field Office R. Palma St., Brgy. Dagohoy, Capitol Site, Butuan City	0600H-1400H 1400H-2200H 2200H-0600H	2 2 2	6 guards (4 male and 2 lady guards)	8 8 8	MON-SUN (including holidays)	<p>Day/Night Shift: (without night differential) 20 guards for 7.5 Months: PhP2,977,684.50</p> <p>Graveyard Shift: (with night differential pay) 11 guards for 7.5 months: PhP1,680,492.00</p>
2	Home For Girls (HFG) P-4 Brgy. Bonbon, Butuan City	0600H-1400H 1400H-2200H 2200H-0600H	2 2 2	6 lady guards	8 8 8	MON-SUN (including holidays)	
3	Regional Rehabilitation Center for Youth (RRCY) Pantin-ay, Agusan del Sur	0600H-1400H 1400H-2200H 2200H-0600H	2 2 2	6 male guards	8 8 8	MON-SUN (including holidays)	
4	Warehouse (food) Fort Poyohon or Warehouse Opposite to Sprinkles, Butuan City	0600H-1400H 1400H-2200H 2200H-0600H	1 1 1	3 male guards	8 8 8	MON-SUN (including holidays)	
5	Warehouse (Non-food) Tiniwisan, Butuan City	0600H-1400H 1400H-2200H 2200H-0600H	1 1 1	3 male guards	8 8 8	MON-SUN (including holidays)	
6	Warehouse San Francisco, Agusan del Sur	0600H-1400H 1400H-2200H 2200H-0600H	- 1 1	2 male guards	- 8 8	MON-SUN (including holidays)	
7	Warehouse Tandag, Surigao del Norte	0600H-1400H 1400H-2200H 2200H-0600H	1 1 1	3 male guards	8 8 8	MON-SUN (including holidays)	
8	Warehouse Surigao City	0600H-1400H 1400H-2200H 2200H-0600H	- 1 1	2 male guards	- 8 8	MON-SUN (including holidays)	
CONTRACT DURATION – SEVEN AND A HALF (7.5) MONTHS, FEBRUARY TO SEPTEMBER 15, 2025					31 GUARDS		PhP4,658,176.50

- iv. Performance Security;
- v. Notice of Award of Contract; and the Bidder's conforme thereto; and
- vi. 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 **FOUR MILLION SIX HUNDRED FIFTY-EIGHT THOUSAND ONE HUNDRED SEVENTY-SIX PESOS AND 50/100 ONLY (PhP4,658,176.50)**, or such other sums as may be ascertained, **SAPPHIRE SECURITY AGENCY** agrees to supply/deliver/perform for the **PROVISION OF SECURITY SERVICES FOR DSWD FIELD OFFICE CARAGA, RRCY, HFG, AND DRMD WAREHOUSE FOR C.Y. 2025** in accordance with his Bid.
4. The Department of Social Welfare and Development Field Office Caraga agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

5. The **SERVICE PROVIDER** shall issue a billing statement to the **ENTITY** on a monthly basis. The **ENTITY** shall process payment to the **SERVICE PROVIDER** via check or Advice to Debit Account (ADA), subject to the availability of funds and the submission of the required documentation, which includes:

- Letter Request for Payment from the **SERVICE PROVIDER**;
- A duly accomplished Daily Time Record of each security guard, signed and approved by the head of the Security agency and DSWD Officer-in-Charge;
- A copy of the payroll evidencing payment of salaries made;
- Approved Inspection and Acceptance Report issued by the Entity.

i. All duties, excise tax and other taxes and revenue charges, if any, shall be for the AWARDEE's account. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93 and local tax regulations adopted by the LGU per SP Ordinance No. 2235-2000, if applicable.

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.


MARI-FLOR A. DOLLAGA-LIBANG
 Regional Director


ERNESTO F. GALOLA
 General Manager


for:


for:

Department of Social Welfare and
Development Field Office Caraga

Sapphire Security Agency

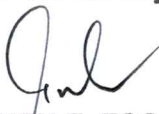
SIGNED IN THE PRESENCE OF:


RAMIL M. TACULOD
 Chief Administrative Officer


MARIA FE THRESA D. CONCEPCION

 Supplier's Representative
 (Printed Name and Signature)

Certified as to Availability of Funds:


GRETCHEN F. ESCALA
 Accountant III/ Chief Accountant

Republic of the Philippines)
City of Butuan) S.S.
X-----)

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in the City of Butuan, Philippines, this 23rd
day of January, 2025 personally appeared:

Name	I.D. No.	Date/Place Issued
MARI-FLOR A. DOLLAGA-LIBANG	DSWD ID No.: 10-1903049	March 29, 2019 / Cagayan de Oro City
ERNESTO F. GALOLA	<u>OGA - 8000 - 18544</u>	<u>01/27/2019 BUTUAN CITY</u>

Both known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is voluntary act and deed.

This agreement consisting four (4) pages signed by the parties and instrumental witness in all pages refer to an AGREEMENT for the project **PROVISION OF SECURITY SERVICES FOR DSWD FIELD OFFICE CARAGA, RRCY, HFG, AND DRMD WAREHOUSE FOR C.Y. 2025.**

WITNESS MY HAND AND SEAL in the place and on the date stated above.

ATTY. LOU A. NUEVA
NOTARY PUBLIC
Notarial Commission 07-01-2024
Valid until December 31, 2025
~~Roll No. 24868; June 16, 1974~~
~~IBP No. 487307; Dec. 26, 2024~~
~~PTR No. 2732310; Jan. 3, 2025~~
MCLE Compliance No. VIII-0015892
Valid until April 14, 2028

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