



Republic of the Philippines
 Department of Education
 Region XII
DIVISION OF SOUTH COTABATO
 City of Koronadal

CONTRACT FOR CONSULTING SERVICES

no. 2019-07-013

**PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONDUCT OF DIVISION PROCESS
 MANAGEMENT PART II: WRITESHOP OF OPERATIONS MANUAL PART II**

KNOW ALL MEN THESE PRESENTS:

This contract is made and entered into this 17th day of July 2019 by and between:

DEPED DIVISION OF SOUTH COTABATO, City of Koronadal, a duly established government agency with office address at Alunan Avenue, Koronadal, South Cotabato, represented herein by its Schools Division Superintendent, **ISAGANI S. DELA CRUZ, CESO V**, hereinafter referred to as the **FIRST PARTY**.

-and-

RONALDO V. POLANCOS of legal age, a highly technical consultant and a resident of 1476 Pagkakaisa St., Bgy Kasilawan Makati City, hereinafter referred to as the **SECOND PARTY**.



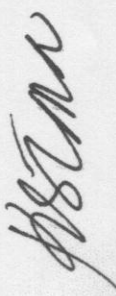
WITNESSETH, THAT:

WHEREAS, the **FIRST PARTY** desires to contract the **SECOND PARTY** to perform a Division Process Management Part II: Writeshop of Operations Manual Part II for DepEd Division of South Cotabato.

WHEREAS, the **SECOND PARTY** has manifested its intention and desire to perform certain services for the **FIRST PARTY** in accordance set forth in this Agreement.

NOW THEREFORE, FOR AND IN CONSIDERATION OF THE FOREGOING PREMISES, the parties have mutually agreed upon the following terms and conditions:

- | | |
|--------------------|---|
| 1. Services | The <u>SECOND PARTY</u> shall perform all works and services specified in Annex A - "Terms of Reference", for which is made an integral part of this Contract. |
| 2. Terms | The <u>SECOND PARTY</u> shall perform the Services during the period of five (5) days from July 22, 2019 to July 26, 2019 |




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3. Payment

A. Ceiling

For services rendered pursuant to Annex A, the **FIRST PARTY** shall pay the **SECOND PARTY** an amount of *Php 172,500.00 (One hundred seventy two thousand and five hundred pesos)*.

This amount has been established based on the understanding that it includes all tax obligations that may be imposed on the **SECOND PARTY**.

B. Payment Schedules

Payment shall be as follows:

No down payment upon acceptance of this proposal.

Upon completion of the five-day team building activity: *Php150,000.00* exclusive of VAT and other taxes.

Payment shall be made in pesos made to **RONALDO V. POLANCOS** right after the conduct of the team building activity

4. Travels and Accommodation

FIRST PARTY shall shoulder the following expenses of the **SECOND PARTY** and additional resource persons subsequently agreed by the parties:

- A. Roundtrip Airfare (Philippine Airlines) Tickets
- B. Land Transportation to and from DepEd Division of South Cotabato
- C. Hotel Accommodations (one room per resource person)
- D. Meals during the conduct of the team building activity.

5. Conduct of Team Building Activity

FIRST PARTY shall provide the following for the implementation of the 5-day team building activity:

- A. Session room/hall that can accommodate a maximum of 50 pax (additional 2-3 pax per unit, esp. HR, Acctng, Budget, Cash, Supply and School Health and with walls where outputs can be posted)
- B. LCD Projector and Screen, sound system
- C. Session Materials

[Handwritten initials]

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- i. 4 Multi-Colored metacards (preferably: yellow, green, pink, blue)
- ii. Markers (whiteboard and permanent)
- iii. 4 whiteboards
- iv. Masking tapes

D. Certificates of Participation to the participants signed by the Division and the Trainer/Resource Person.

6. Performance Standard

The SECOND PARTY undertakes to perform the Services with the highest standards of professional, ethical competence and integrity.

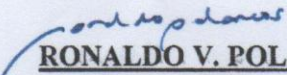
7. Insurance


The SECOND PARTY will be responsible for taking out any appropriate insurance coverage.

8. Assignment

The SECOND PARTY shall not assign this Contract or Subcontract any portion of it without the FIRST PARTY's prior written consent.

IN WITNESS WHEREOF, parties hereunto signed this contract on this _____ at DepEd-Division Division of South Cotabato, Alunan Ave., Koronadal City, South Cotabato.


RONALDO V. POLANCOS
Second Party


ISAGANI S. DELA CRUZ, CESO V
First Party

Allotment Available:

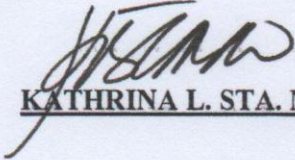
Funds Available:


MAY GRACE T. DUPA


CARLO P. DIVEDOR, CPA

WITNESETH:


ARLENE L. ALBUNA


KATHRINA L. STA. MARIA



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ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
 Province of South Cotabato) S.S.
 City of Koronadal)

BEFORE ME, JUL 22 2019 at Koronadal City, South Cotabato, personally appeared **ISAGANI S. DELA CRUZ** with his Driver's License No. L04-97-045759 and **RONALDO V. POLANCOS** with his UMID No. 0033-3005078-5, known to me and to be known to be the same person who executed the foregoing contract, and knowledge that the same in their free act and deed.

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 Page No. 27
 Book No. L
 Series of 2019

JOFFREY L. MONTEFRIO
 Notary Public
 Koronadal City/Tampakan/Province of South Cotabato
 Rooms 2 & 3, 2/F. Supermarket Bldg. Koronadal City
 PTR No. 1965669; 1-2-19; Koronadal City
 IBP No. 062909; 1-4-19; GSC
 Roll Number 24228; TIN: 194-650-562
 Notarial Commission No. 457-25
 Valid Until December 31, 2019



Republic of the Philippines
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NOTICE OF AWARD

July 16, 2019


RONALDO V. POLANCOS
1476 Pagkakaisa St., Kasilawan
Makati City

Dear Sir:

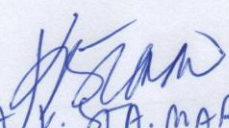
We are happy to notify you that the contract for **Engagement of a Highly Technical Consultant for the conduct of Division Process Management Part II: Writeshop of Operations Manual Part II** with reference no. DSC-19-07-094 is hereby awarded to you with contract price amounting to **One Hundred Seventy-Two Thousand Five Hundred Pesos (Php 172,500.00)** inclusive of all costs and applicable taxes.

Please coordinate with Ms. Arlene L. Albuna, Administrative Officer IV for the execution of the contract.

Very truly yours,


ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent
Head of Procuring Entity

Conforme:


KATARINA V. STA. MARIA
(Name of Bidder or Representative)

Date: _____



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NOTICE TO PROCEED

19 JUL 2019

RONALDO V. POLANCOS
1476 Pagkakaisa St., Kasilawan
Makati City

Dear Sir:

The attached contract having been approved, notice is hereby given to **Mr. Rolando V. Polancos** that delivery of services may proceed on the **Engagement of a Highly Technical Consultant for the conduct of Division Process Management Part II: Writeshop of Operations Manual Part II** with reference no. DSC-19-07-094.

Contract Price: **One Hundred Seventy-Two Thousand Five Hundred Pesos**
(P172,500.00)

Contract Time/Delivery Period: **Five (5) days**

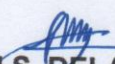
Upon receipt hereof, you shall be responsible in performing the services under the terms and conditions of the contract and in accordance with its provisions and implementation schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return other to the **DepEd-South Cotabato Division, Koronadal City.**

Date to Start: July 22, 2019

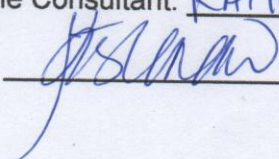
Date of Completion: July 26, 2019

Very truly yours,


ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent
Head of the Procuring Entity

I acknowledge receipt of this notice _____ 7-19-19 _____
(date)

Name of the Consultant: KATHRINA L. STA. MARIA/RONALDO V. POLANCOS

Signature:  _____



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19 JUL 2019

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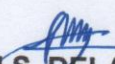
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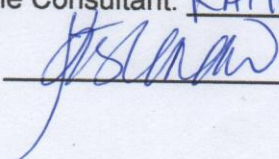
Date of Completion: July 26, 2019

Very truly yours,


ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent
Head of the Procuring Entity

I acknowledge receipt of this notice _____ 7-19-19 _____
(date)

Name of the Consultant: KATHRINA L. STA. MARIA/ RONALDO V. POLANCOS

Signature:  _____



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WHEREAS, the BAC thru its secretariat requested Mr. Polancos to submit quotation and the required eligibility documents;

WHEREAS, the BAC after the evaluation of the credentials submitted determined that **Mr. Ronaldo V. Polancos** passed the qualification requirements for the highly technical consultant;

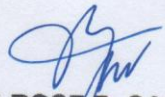
NOW, THEREFORE, we the members of the Bids and Awards Committee, hereby **RESOLVE** as it is hereby **RESOLVED**:

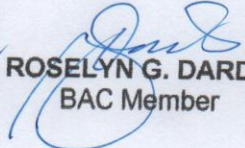
1. To procure the services of **Mr. Ronaldo V. Polancos** at the rate of **One Hundred Seventy-Two Thousand Five Hundred Pesos (P 172,500.00)** inclusive of all costs and applicable taxes.
2. To **RECOMMEND** for approval by the Schools Division Superintendent of DepEd Division of South Cotabato the award of contract to **Mr. Ronaldo V. Polancos** the procurement project- Engagement of Highly Technical Consultant for the DepEd-South Cotabato Division Process Management Part II: Writeshop of Operations Manual Part II.


PASSED and CARRIED this **16th day of July 2019**, at BAC Office, Division of South Cotabato, City of Koronadal.

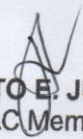
Prepared by:


MARY JANE C. SUNGA
BAC Secretariat Chairperson

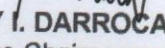

MILROSE P. CASERES
BAC Member

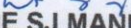

ROSELYN G. DARDO
BAC Member


FELLY F. MARU
BAC Member



JUBERTO E. JUMENTOC
BAC Member


MAY GRACE T. DUPA
BAC Member


DAISY I. DARROCA
BAC Vice Chairperson


LALAIN SJ MANUNTAG, PH.D.
CID Chief
BAC Chairperson

APPROVED:


ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent
Head of the Procuring Entity (HOPE)

