

CONTRACT AGREEMENT

This **CONTRACT AGREEMENT** is entered into and executed by and between:

- (1) **THE CITY GOVERNMENT OF PASIG**, a local government unit existing under Philippine laws, with postal address at Pasig City Hall, Caruncho Avenue, Brgy. San Nicolas, Pasig City, Metro Manila, herein represented in this Act by its City Mayor, Hon. Victor Ma. Regis N. Sotto (the "**Procuring Entity**"); and
- (2) **ISENTIA MANILA, INC.**, a company duly organized in accordance with and registered under the laws of the Philippines, and with business address at 8/F One San Miguel Avenue, Ortigas Center, Brgy. San Antonio, Pasig City, represented in this Act by Jan Denver F. Valera (hereinafter referred to as the "**Supplier**").

WHEREAS, the Procuring Entity invited Bids for the procurement of **SUBSCRIPTION OF MEDIA NEWS MONITORING SERVICES – PUBLIC INFORMATION OFFICE, UNDER RFQ NO. 100-23-04-1426** (the "Project") and has accepted the Bid by the Supplier in the sum of **TWO HUNDRED NINETY TWO THOUSAND EIGHT HUNDRED EIGHTY PESOS (PHP 292,880.00)** (hereinafter called "**Contract Price**").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. 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/s of this Agreement, viz.:
 - i. Request for Quotation, including the Terms of Reference (**ANNEX "A"**);
 - ii. Winning bidder's bid (**ANNEX "B"**);
 - iii. Notice of Award of Contract, and the Bidder's conforme thereto (**ANNEX "C"**);
 - iv. Other contract documents that may be required by existing laws and/or the Procuring Entity. 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, shall likewise form part of the Contract.
2. The news monitoring services will commence upon the supplier's receipt of the Notice to Proceed but not to exceed 31 December 2023.
3. In consideration for the sum of **TWO HUNDRED NINETY TWO THOUSAND EIGHT HUNDRED EIGHTY PESOS (PHP 292,880.00)**, the Supplier agrees to deliver the goods and/or perform the services of the contract in accordance with its Bid.
4. The Procuring Entity agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.
5. When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
JUEZONICID) S.S.

BEFORE ME, a Notary Public for and in the City of Pasig, on this day of
AUG 17 2024 personally appeared: JUEZONICID

| Name | Government ID | Issue and Expiry Date |
|----------------------|---------------|-----------------------|
| JAN DENVER F. VALERA | PS392287A | 16 AUG 2028 |

Known to me to be the same person who executed the foregoing Contract of Lease consisting of three (3) pages, and who acknowledged to me that the same is their own free and voluntary act and deed as well as the free and voluntary act and deed of the entity they duly authorized to represent.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Doc. No. 179
Page No. 16
Book No. 1511
Series of 2023.

ATTY. ELISEO S. CALMA, JR.
Notary Public for Q.C. Until Dec. 31, 2024
Roll No. 50183
PTR No. 400717210/Jan. 03, 2023/Q.C.
IBP No. 257225, Jan. 01, 2023
MCLE Comp. No. VII-0006924(09/21/2021-04/14/2023)
Adin. Matter No. NP-062(2022-2023)
20 Kanagong St., Sapangan Vill. East Fairview Q.C.
TIN: 138-541-197-000

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of Pasig on this day of
SEP 05 2023, Personally appeared Hon. Victor Ma. Regis N. Sotto, known to me and to be is known to be the same person who executed the foregoing instrument and who acknowledged to me that the same is his free and voluntary act and deed as well as that of the entity he represents.

This Instrument consists of three (3) pages, including this page in which this Acknowledgment is written and duly signed by the Parties.

WITNESS MY HAND SEAL AND NOTARIAL SEAL, on the date and place first above written.

Doc. No. 148
Page No. 4
Book No. I
Series of 2023.

ATTY. GERALD P. RUBIO
Notary Public-Pasig City, San Juan and Pateros
Until December 31, 2024
ROLL NO. 84083
IBP NO. 243415
PTR No. 9004629
APPOINTMENT NO. 276(2023-2024)
MCLE EXEMPTION NO. VIII-BEP002249
TIN NO. 238-918-765

CONTRACT AGREEMENT

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 - ii. Winning bidder's bid (**ANNEX "B"**);
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4. The Procuring Entity agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.
5. When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time

extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned.

6. The Supplier grants the Procuring Entity all rights, title, and interest in and to any and all work product created for and in the course of this project, including all intellectual property rights therein and thereto.
7. The Supplier agrees that all information disclosed by the Procuring Entity during the procurement process and the implementation of this Agreement shall remain the sole and exclusive property of the Procuring Entity.
8. In the exercise of their rights and compliance with the obligations under this Agreement, the Parties shall observe and comply with Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012", its implementing rules and regulations, as well as all issuances of the National Privacy Commission.

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 date first written above.

CITY GOVERNMENT OF PASIG

ISENTIA MANILA, INC.

By:


By:


HON. VICTOR M. REGIS N. SOTTO
City Mayor

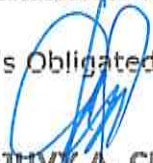

JAN DENVER F. VALERA
Authorized Representative

Signed in the presence of:

Funds Appropriated:


MS. MA. THERESA B. HERNANDEZ
OIC - City Budget Office

Funds Obligated:


MS. JUVY A. CUENCO
City Accountant
100-2023-04-0016-1121

Funds Available:


MS. MARITA A. CALAJE
City Treasurer

Recommending Approval:


MARIA KRISNA P. JUANGCO
Public Information Office

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

QUEZON CITY

) S.S.

BEFORE ME, a Notary Public for and in the City of Pasig, on this day of AUG 11 2024, personally appeared:

QUEZON CITY

| Name | Government ID | Issue and Expiry Date |
|----------------------|---------------|-----------------------|
| JAN DENVER F. VALERA | P8392287A | 16 AUG 2028 |

Known to me to be the same person who executed the foregoing Contract of Lease consisting of three (3) pages, and who acknowledged to me that the same is their own free and voluntary act and deed as well as the free and voluntary act and deed of the entity they duly authorized to represent.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Doc. No. 109
Page No. 16
Book No. 6XIV
Series of 2023.

ATTY. ELISEO S. EXALMA, JR.
Notary Public for Q.C. Until Dec. 31, 2024
Roll No. 50183

PTR No. 40071721/Jan. 03, 2023/Q.C.
IBP No. 257225, Jan. 01, 2023
MCLE Comp. No. VII-0006924(09/21/2021-04/14/2025)
Adm. Matter No. NP-062(2022-2023)
20 Kanagong St., Sapamanai Vill. East Fairview Q.C.
TIN: 188-541-197-000

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BEFORE ME, a Notary Public for and in the City of Pasig on this day of SEP 05 2023 Personally appeared Hon. Victor Ma. Regis N. Sotto, known to me and to be known to be the same person who executed the foregoing instrument and who acknowledged to me that the same is his free and voluntary act and deed as well as that of the entity he represents.

This Instrument consists of three (3) pages, including this page in which this Acknowledgment is written and duly signed by the Parties.

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Doc. No. 148
Page No. 41
Book No. II
Series of 2023.

ATTY. GERALD P. RUBIO
Notary Public-Pasig City, San Juan and Pateros
Until December 31, 2024
ROLL NO. 84083
IBP NO. 243415
PTR No. 9004529
APPOINTMENT NO. 273(2023-2024)
MCLE EXEMPTION NO. VIII-BEP002249
TIN NO. 238-919-765



REQUEST FOR QUOTATION

Date: 21 July 2023

RFQ No.: 100-23-04-1426

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure Subscription of Media News Monitoring Services – Public Information Office with an Approved Budget for the Contract (ABC) of **Php 300,000.00**, in accordance with Section 53.9 of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per item and/or the total Approved Budget for the Contract shall be rejected.

| Item no. | Item Description | Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small> | QTY | UOM | Approved Budget | | Price Offer | |
|----------|---|--|-----|-----|-----------------|------------|-------------|------------|
| | | | | | Unit Cost | Total Cost | Unit cost | Total Cost |
| 1 | Subscription, - Subscription of Media News Monitoring Services Service provider will monitor print, radio, television and online media for Pasig LGU related news and issues. Minimum coverage requirements. The service provider should include in its monitoring the following relevant items from other outlets it monitors (Broadsheets) Online - Includes local/ provincial, national and international publications/ networks that have online version and stand alone. Online news such as ABS-CBN including ANC, GMA News Online, Interaksyon, Rappler .com, CNN Philippines , Philippine News Agency, Sunstar Radio: DZMM, DZBB, DZRH, Televisions, Wire Agencies : Reuters, Bloomberg, Associated Press Monthly compilation of monitoring briefs/ media data with analytics report should be submitted every 5th working days of the following month. Commencing upon supplier receipt of | | 1 | lot | 300,000.00 | 300,000.00 | | |

| | | | | | | |
|--|--------------|-------------------|--|--|--|--|
| Notice to Proceed not exceed 31 December 2023. | | | | | | |
| Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any. | Total | 300,000.00 | | | | |
| DELIVERY TERM: Within Thirty (30) Calendar Days upon the receipt of the Notice to Proceed. | | | | | | |

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- Mayor's/Business Permit (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid. **PhilGEPS Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement** ([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
 - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):


- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (for vaccines, toxoids and immunoglobulins only) (to be submitted upon delivery); and
- e. Certificate of Analysis (for anesthesia and antibiotics) (to be submitted upon delivery).

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the Procurement Management Office (BAC Secretariat Office), **4th Floor, Pasig City Hall, San Nicolas, Pasig City.**

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph



ATTY. PONCE MIGUEL D. LOPEZ

Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.

Conforme:

Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)



TERMS OF REFERENCE
Subscription to Media Monitoring Services

I. SCOPE OF WORK

The project involves the subscription to media monitoring services commencing upon supplier's receipt of the Notice to Proceed. The news monitoring service shall provide comprehensive daily news updates to the City Government of Pasig.

- A. Service provider will monitor print, radio, television, and online media for City Government of Pasig-related news and issues. Daily news digests, including weekends and holidays, will be submitted in a categorized format not later than 09:00 a.m. for weekdays, and not later than 04:00 p.m. on the following day for weekends and holidays. News digests shall include the following information:

| | |
|-------------------|---|
| PRINT | Title of article, body of article, name of news agency, section in the newspaper, name of reporter or columnist (if available), date of publication, page number, media value, and tonal assignment (positive/negative) |
| ONLINE | Title of article, body of article, name of news agency, name of reporter, date of publication, section on the website, media value, tonal assignment (positive/negative) |
| RADIO | Name of show, name of host/interviewer, time and date of the show, name of interviewee, subject of the interview or conversation, media value, tonal assignment (positive/negative) |
| TELEVISION | Name of show, name of host/interviewer, time and date of the show, name of interviewee, subject of the interview or conversation, media value, tonal assignment (positive/negative) |

B. MINIMUM COVERAGE REQUIREMENT

The service provider should include in its monitoring the following media outlets. The service provider, however, is not limited to the following list and may include relevant news items from other outlets it monitors:

- 1. Broadsheets**
- Philippine Daily Inquirer
 - Philippine Star
 - Business Mirror
 - BusinessWorld
 - Manila Bulletin
 - Manila Times
 - Malaya Business Insight
 - Daily Tribune
 - Manila Standard Today



2. **Online:** Includes local/provincial, national, and international publications/networks that have online versions and stand-alone online news, such as:
 - a. ABS-CBN News including ANC
 - b. GMA News Online
 - c. InterAksyon
 - d. Rappler
 - e. CNN Philippines
 - f. Philippine News Agency
 - g. SunStar
 3. **Radio**
 - a. DZMM
 - b. DZBB
 - c. DZRH
 4. **Television**
 - a. ABS-CBN/A2Z
 - b. PTV4
 - c. ABS-CBN News Channel (ANC)
 - d. GMA Network
 - e. CNN Philippines
 - f. DZMM Teleradyo
 - g. TV5
 - h. One News (Philippines)
 5. **Wire Agencies**
 - a. Reuters
 - b. Bloomberg
 - c. Associated Press
 - d. Agence France-Press (AFP)
- C. ACCESS TO ONLINE DATABASE MUST INCLUDE:**
- Downloadable audio and/or video clips of monitored media;
 - Printable content of monitored media;
 - Downloadable and printable reports or analytics on news monitored;
 - Training on use of database; and
 - Media directory for seeding content.
- D. SUBMISSION OF OUTPUTS**
- Monthly compilation of monitoring briefs/media data with analytics report should be submitted every 5th working day of the following month.




- E. An account management team should be assigned to the City Government of Pasig who will ensure the timely and accurate delivery of daily news alerts and quick service assistance in times of crisis, among others.
- F. In the event of any problem in the monitoring system, a client relations representative should respond to the needs of the end-user within 12 hours from the time of notification by the latter.
- G. A list of keywords (*to be determined*) will be used for searching and monitoring new stories relevant to the City Government of Pasig. The service provider shall send the daily news digests arranged according to the categories.

Other keywords may occasionally be changed or added by the end-user within the duration of the contract without additional cost to the City Government of Pasig.

Similarly, the news brief format may be changed by the City Government of Pasig within the duration of the contract without additional cost to the City Government of Pasig.

- ii. **DELIVERY TERMS:** The news monitoring services will commence upon the supplier's receipt of the Notice to Proceed but will not exceed 31 December 2023.
- iii. **PAYMENT TERMS:** Payment shall be based on actual services rendered on a monthly basis, upon the supplier's submission of the following:
- Billing Statement;
 - Expected Outputs (under I.D); and
 - Certificate of Acceptance of outputs issued by the Public Information Office.

Prepared by:


Catherine J. Cuibal
Administrative Aide III

Approved by:


Maria Krishna P. Juangco
Officer-in-Charge

**REQUEST FOR QUOTATION**

Date: 21 July 2023

RFQ No.: 100-23-04-1426

Name of Company: ISENTIA MANILA, INC.
 Address: 8/F ONE SAN MIGUEL AVENUE BLDG., SAN MIGUEL AVE COR SHAW BLVD., SAN ANTONIO, PASIG, 1600
 Name of Store/Shop: ISENTIA MANILA, INC.
 Address: 8/F ONE SAN MIGUEL AVENUE BLDG., SAN MIGUEL AVE COR SHAW BLVD., SAN ANTONIO, PASIG, 1600
 TIN: 218-645-970-000
 PhilGEPS Registration Number: Certificate Reference No. 200806212231324657545

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure Subscription of Media News Monitoring Services – Public Information Office with an Approved Budget for the Contract (ABC) of Php 300,000.00, in accordance with Section 53.9 of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the Item in the table below.

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| | | | | | |
|---|-------|------------|------------|--|--|
| Notice to Proceed not exceed 31 December 2023. | | | | | |
| Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any. | Total | 300,000.00 | 292,880.00 | | |
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- Accomplished and notarized Omnibus Sworn Statement ([https://www.rdpb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.rdpb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
- Proof of Authorization: Secretary's Certificate if corporation, or Special Power of Attorney, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
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If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

(02) 8643-1111 * (02) 8641-1111 loc 1461 * bidsandawards@pasigcity.gov.ph
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The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

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ATTY. PONCE MIGUEL D. LOPEZ
Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.



Conforme:


JAN DENVER VALERA
Signature over Printed Name


BUSINESS DEVELOPMENT MANAGER
Position

Duly authorized to sign quotation/offer for and on behalf of ISENTIA MANILA, INC.
(Please indicate Company Name)

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *
 pasigcity.gov.ph

Page 3 of 3 | RFQ No. 100-23-04-1426 | RLD


NOTICE OF AWARD
07 AUGUST 2023

ISENTIA MANILA, INC.
 8/F One San Miguel Ave. Condominium,
 San Miguel Avenue, Ortigas Center,
 Brgy. San Antonio, Pasig City

Dear Sir/Madam:

In connection with the NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT for the **Subscription of Media News Monitoring Services for Public Information Office** under **Purchase Request No. 100-23-04-1426**, the Bids and Awards Committee resolved to recommend the award of the contract to **ISENTIA MANILA, INC.** in the amount of **Two Hundred Ninety Two Thousand Eight Hundred Eighty Pesos (Php 292,880.00)**.

This serves as formal notice of the award of the contract in your favor. You are hereby requested to execute the contract with the City and to submit relevant documents as required under the Implementing Rules and Regulations of R.A. 9184, if any, within ten (10) calendar days upon receipt of this Notice. Failure to execute the contract and to submit relevant documents (as applicable) within the above-mentioned period may result in the cancellation of the award of the contract in your favor.

Very truly yours,

VICTOR MA REGIS N. SOTTO
 City Mayor

By authority of the City Mayor:

ATTY. JERONIMO B. MANZANERO
 City Administrator

Conforme: **JAN DENVER VALERA**
 Authorized Representative
ISENTIA MANILA, INC.

Date: August 9, 2023