



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

JUL 19 2024

NOTICE OF AWARD

HON. MICHAEL F. PLANAS

Chairman, Board of Directors and
concurrent Postmaster General and CEO
Philippine Postal Corporation
3rd Floor Main Office Building
Liwasang Bonifacio, Manila City

Dear **Hon. Planas:**

We are pleased to inform you that the contract for the Project, "Postage," in the amount of Six Hundred Thousand Pesos (P600,000.00), is hereby awarded to the Philippine Postal Corporation.

Thank you and God Bless.

Very truly yours,


AMENAH F. PANGANDAMAN
Secretary



Aracales

9:26 AM

7/22/24



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

OCT 08 2024

HON. LUIS D. CARLOS

Postmaster General and CEO
Philippine Postal Corporation
3rd Floor Main Office Building
Liwasang Bonifacio, Manila City

Dear **Hon. Carlos:**

This is to inform your agency that the performance of the obligations specified in the attached Memorandum of Agreement for the Project, "Postage," shall commence upon receipt of this Notice to Proceed in accordance with Section 37.4 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (the Government Procurement Reform Act).

Thank you and God Bless.

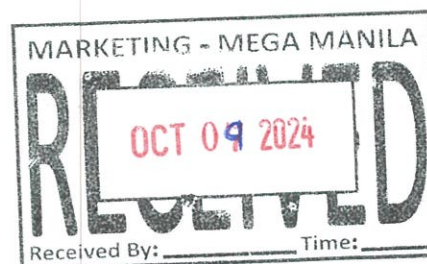
Very truly yours,


AMENAH F. PANGANDAMAN
Secretary

I acknowledge receipt and acceptance of this Notice on 0.

Name of Authorized Representative: Ryan Reinard T. Male

Signature: 





MEMORANDUM OF AGREEMENT

SEP 09 2024

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into this 09 OCT 2024 2024
by and between the following:

The **DEPARTMENT OF BUDGET AND MANAGEMENT**, a government agency duly organized and existing under the laws of the Republic of the Philippines with principal office address at General Solano St., San Miguel, Manila, represented herein by its **SECRETARY, AMENAH F. PANGANDAMAN**, hereinafter called the "**DBM**";

-and-

The **PHILIPPINE POSTAL CORPORATION**, a government agency duly organized and existing under the laws of the Republic of the Philippines with office address at Manila Central Post Office Building, Magallanes Drive, Liwasang Bonifacio, Ermita, Manila, represented by its **POSTMASTER GENERAL AND CEO, LUIS D. CARLOS**, hereinafter called the "**PHLPOST**";

Collectively, the "**Parties**";

WITNESSETH:

WHEREAS, the FY 2024 Annual Procurement Plan of the DBM includes the Project, "Postage," with an Approved Budget for the Contract of Six Hundred Thousand Pesos (P600,000.00);

WHEREAS, the DBM, particularly its Administrative Service (AS), determined the need to procure mailing services for the DBM to deliver particular documents in locations outside the delivery areas of the current courier service provider;

WHEREAS, Sections V(D)(5)(a) and (b) of the Annex "H" of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184¹ re Consolidated Guidelines for the Alternative Methods of Procurement (Guidelines) provide, in part, the definition of Agency-to-Agency as the "[p]rocurement from another agency of the government (i.e., Servicing Agency) that has the mandate to deliver goods or services or to undertake infrastructure projects or consultancy services as required by the Procuring Entity", and the rule that it is the general policy of government to purchase its requirements from the private sector. However, it acknowledges that, in some exceptional cases, procurement from another agency of the government is more efficient and economical for the government, subject to the following conditions, among others: (i) The Procuring Entity shall justify that entering into an Agency-to-Agency Agreement with the Servicing Agency is more efficient and economical to the government; (ii) Servicing Agency has the mandate to deliver the goods and services required to be procured or to undertake the infrastructure project or consultancy required by the Procuring Agency; (iii) Servicing

¹ Government Procurement Reform Act

Agency has the absorptive capacity to undertake the project; (iv) Servicing Agency owns or has access to the necessary tools and equipment required for the project; (v) Sub-contracting is not allowed;

SEP 09 2024

WHEREAS, Section 5, Article II on the Creation, Powers and Responsibilities of the PHLPOST, of Republic Act No. 7354,² states that "[t]he Corporation shall have the following functions and responsibilities: (a) **to provide for the collection, handling, transportation, delivery, forwarding, returning and holding of mails, parcels, and like materials, throughout the Philippines, and, pursuant to agreements entered into, to and from foreign countries;** (b) to determine and dispose of, in a manner it deems most advantageous, with law and settled jurisprudence, confiscated or non-mailable mail matters, prohibited articles, dead letters and undelivered mails, except the sale of prohibited drugs, dangerous materials, and other banned articles as defined by law; (c) to plan, develop, promote, and operate a nationwide postal system with a network that extends or makes available, at least ordinary mail service, to any settlements in the country";

WHEREAS, pursuant to item (ii) of Section V(D)(5)(c) of the Guidelines and to determine that the resort to Agency-to-Agency Agreement with the PHLPOST is more efficient and economical to the government, per letter dated May 6, 2024, the DBM-BAC requested for a Certification from the PHLPOST that covers the following conditions:

1. That the agency has the mandate to deliver the postage services required to be procured by the DBM;
2. That the agency has the absorptive capacity to undertake the project;
3. That the agency owns or has access to the necessary tools and equipment required for the project; and
4. That sub-contracting is not allowed for the project.

WHEREAS, PHLPOST submitted the required Certification on May 17, 2024, issued by Postmaster General and CEO Luis D. Carlos, covering the required conditions;

WHEREAS, after careful assessment of the submitted documents and as recommended by the AS, as the end-user unit, the DBM-BAC has verified that the resort to Agency-to-Agency with the PHLPOST as the Servicing Agency, pursuant to Section 53.5 of the 2016 Revised IRR of RA No. 9184, is more efficient and economical for the DBM, in accordance with item (i) of Section V(D)(5)(c) of the Guidelines;

WHEREAS, item 6 (d) of the Implementing Guidelines on Agency-to-Agency Agreements, issued by the Government Procurement Policy Board (GPPB) through Resolution No. 018-2007 dated May 31, 2007, provides that the use of Agency-to-Agency Agreement shall be subject to the prior approval of the Secretary, as the Head of the Procuring Entity (HoPE), upon recommendation of the BAC;

WHEREAS, items (iii) and (iv) of Section V(D)(5)(c) of the Guidelines provide that based on the assessment and recommendation of the end-user unit, the BAC

² Republic Act No. 7354 – An Act Creating the Philippine Postal Corporation, Defining its Powers, Functions and Responsibilities, Providing for Regulation of the Industry and for Other Purposes Connected Therewith

*

shall issue a Resolution recommending the use of Agency-to-Agency Agreement to the HoPE; and in case of approval, the HoPE shall enter into a Memorandum of Agreement (MOA) with the Servicing Agency (i.e., PHLPost);

SEP 09 2024

WHEREAS, in accordance with Section V(D)(5)(c) of Annex "H" of the 2016 Revised IRR of RA No. 9184, the DBM-BAC, through Resolution No. 2024-41, recommended to the Secretary of the DBM as the HoPE, that the contract for the Project, "Postage," in the amount of P600,000.00 be awarded to PHLPOST through an Agency-to-Agency Agreement, pursuant to Section 53.5 of the same IRR of RA No. 9184;

WHEREAS, the aforesaid recommendation of the DBM-BAC was subsequently approved by the Secretary of the DBM as the HoPE;

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual covenants, stipulations and agreements, the Parties have agreed, as they do hereby agree, and bind themselves as follows:

1. The following documents shall form and be read and construed as part of this Memorandum of Agreement (MOA):

Annex A – Technical Specifications and Schedule of Requirements
B – Submitted Certification
C – Notice of Award

2. In consideration of the payments to be made by the DBM pursuant to this MOA, PHLPOST hereby covenants with the DBM to provide mailing services for the DBM to deliver particular documents in locations outside the delivery areas of the current courier service provider in accordance with the following Technical Specifications specified in Annex A.
3. Further, PHLPOST warrants the following:
 - i. that PHLPOST, as the Servicing Agency, has the mandate to deliver the services required by the DBM;
 - ii. that PHLPOST owns or has access to the necessary tools and equipment to exercise and fulfill its mandate;
 - iii. that PHLPOST has the absorptive capacity to undertake the project; and
 - iv. that PHLPOST will not subcontract the project.
4. The DBM hereby covenants to pay PHLPOST, upon satisfactory completion of actual services rendered, the amount of P600,000.00.
5. The period for the performance of the obligations under this MOA shall commence upon receipt of the Notice to Proceed (NTP), and shall not go beyond the validity of the appropriation for this Project.
6. Entire Agreement. The Parties agree that this MOA, including the attached Annexes, contains their full agreement and supersedes all previous agreements, either written or oral, if there are any. No agreements, understandings, commitments, discussions, warranty, representations or

other covenants, whether oral or written, between the Parties are included in this MOA, including the attached Annexes, except as set forth herein.

7. Confidentiality. The Parties are required to maintain the confidentiality of information which shall pertain to those which: (i) are by its nature confidential; (ii) are designated by the Parties as such; and (iii) they know or ought reasonably to know are confidential. Disclosure of any confidential information may only be made upon consent of the party to whom the confidential information belong or pertain to.
8. Governing Law. This MOA shall be governed by and construed in accordance with the laws of the Republic of the Philippines. Any action brought to enforce or interpret this MOA shall be brought to the courts of the City of Manila to the exclusion of all other courts.
9. Good Faith. The Parties undertake to act in good faith with respect to each other's rights under this MOA and to adopt all reasonable measures to ensure the realization of the objectives of this MOA.

SEP 09 2024

IN WITNESS WHEREOF, the Parties hereto have signed this MOA on this ____ day of _____ 2024 at General Solano St., San Miguel, Manila, Philippines.

**DEPARTMENT OF BUDGET AND
MANAGEMENT**

By:



AMENAH F. PANGANDAMAN
Secretary

**PHILIPPINE POSTAL
CORPORATION**

By:



LUIS D. CARLOS
Postmaster General and CEO

SIGNED IN THE PRESENCE OF:



RAMON VICENTE B. ASUNCION
Assistant Secretary
and Concurrent Director IV
Administrative Service



OLIVIA M. VALDERAMA
Area Director
Area III Mega Manila

ACKNOWLEDGMENT

SEP 09 2024

REPUBLIC OF THE PHILIPPINES)
) S.S.

BEFORE ME, a Notary Public for and in the City of _____, Philippines on this
____ day of 09 OCT 2024 2024, personally appeared the following:

NAME	VALID ID	VALID UNTIL
AMENAH F. PANGANDAMAN	DBM ID No. 4136	
LUIS D. CARLOS	Driver's License No. <u>N10-83-010791</u>	<u>July 23, 2033</u>

known to me to be the same persons who executed the foregoing instrument and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they respectively represent.

This MOA for the Postage was signed by the Parties, and their material witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL this ____ day of 09 OCT 2024, 2024.

Doc. No 181;
Page No 31;
Book No CLAP
Series of 2024.

ATTY. GARY CAMITAN AURE
NOTARY PUBLIC, ROLL NO. 60777
PTR No. 1527767 Issued on Jan. 2, 2024 until Dec. 31, 2024 Manila
IBP Lifetime No. 14599 Issued on Feb. 2, 2016
Commission No. 2023-018 Issued on Nov. 18, 2022 Effective Jan. 1, 2023 Until Dec. 31, 2024/Manila
MCLE No. VII-0001648 Issued on Nov. 20, 2019 Valid Until April 14, 2025 Pasig City
Office Address: L2F1 Upper Ground Floor, Burgundy Transpacific Place,
2444 A. Taft Avenue, Malate, Manila 1004

ANNEX A

TECHNICAL SPECIFICATIONS

Item	Specifications
	The Servicing Agency shall:
1	Provide postage services, through registered mail with return card, to the Department of Budget and Management (DBM);
2	Ensure the on-time delivery of mails, and documents based on the <i>Schedule of Requirements</i> ;
3	Provide updated tracking information of the documents shipped in the online tracking site of the service provider;
4	Notify the DBM, through the DBM Administrative Service – Central Records Division (AS-CRD), of undelivered mails and documents with proper notation/reason for non-delivery;
5	Ensure the pick-up of outgoing mails and documents upon notification by the DBM; and
6	Submit billings on a monthly basis based on the mails and documents delivered.

SCHEDULE OF REQUIREMENTS

Destination	Estimated Quantity (in units per weight in grams)*							Delivery Standard (Registered Mail)
	0-50	51-100	101-250	251-500	501-1000	1001-1500	1501-2000	
Luzon	420	120	120	60	12	12	12	Within seven (7) working days upon receipt of the mails/parcels from the AS-CRD
Visayas	480	204	120	120	12	12	12	Within fourteen (14) working days upon receipt of the mails/parcels from the AS-CRD
Mindanao	480	204	120	120	12	12	12	Within twenty-one (21) working days upon receipt of the mails/parcels from the AS-CRD

*The quantities are indicative numbers and for quotation purposes only. The DBM AS CRD may adjust the required quantities during contract implementation, and in such case, the resulting change in the total cost shall not exceed the Contract Price.

PHLPOST

You Send. We Deliver.

Republic of the Philippines
Office of the President
Philippine Postal Corporation

CERTIFICATION

This is to certify that the PHILIPPINE POSTAL CORPORATION is a government-owned and controlled corporation created and existing under Republic Act No. 7354, otherwise known as the "Postal Service Act of 1992". In accordance with this law, section 5 (a) thereof dictates that the PHILIPPINE POSTAL CORPORATION is the sole government entity mandated under the laws of the Philippines, among other responsibilities and functions, to provide for the collection, handling, transportation, delivery, forwarding, returning, and holding of mails, parcels, and like materials, throughout the Philippines, and pursuant to agreement entered into, to and from foreign countries. It is also set forth in section 6 (a) of the same law, among other powers of the Corporation, to charge fees for postal services to be rendered for the receipt of the same, and prescribe the manner it is to be paid and collected, and under Section 6 (e) of the same law, to offer a wide array of postal services other than ordinary mail and parcels, which, however, shall not be compulsory, discriminatory nor unfairly competing with similar private enterprises, such as money order, parcel post, postal saving bank, philatelic, and other type of services which are internationally accepted as part of postal business.

It is also hereby certified the following provision for PHILIPPINE POSTAL CORPORATION:

- Has the absorptive capacity to undertake the project.
- Owens or has access to all the necessary tools and equipment required for the subject matter of the Department of Budget and Management (DBM); and
- Will not be sub-contracting the project.

The certification is issued in fulfillment of the requirement for the Agency-to-Agency Contract between the Corporation and the Department of Budget and Management.

Issued this 14th day of May 2024 in Pasay City.


LUIS D. CARLOS
Acting Postmaster General and CEO





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

JUL 19 2024

NOTICE OF AWARD

HON. MICHAEL F. PLANAS

Chairman, Board of Directors and
concurrent Postmaster General and CEO
Philippine Postal Corporation
3rd Floor Main Office Building
Liwasang Bonifacio, Manila City

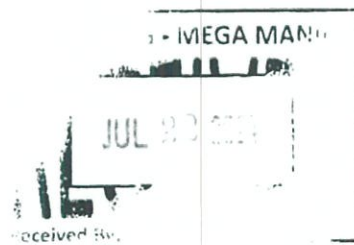
Dear **Hon. Planas:**

We are pleased to inform you that the contract for the Project, "Postage," in the amount of Six Hundred Thousand Pesos (P600,000.00), is hereby awarded to the Philippine Postal Corporation.

Thank you and God Bless.

Very truly yours,

AMENAH F. PANGANDAMAN
Secretary



A. Rosales

9:26 AM

7/22/24