

**CONTRACT FOR THE PROCUREMENT OF EMAIL MANAGEMENT SERVICE AND  
ONLINE PRODUCTIVITY SUITE IN THE DOF FOR CY 2022**

THIS AGREEMENT made the \_\_\_\_\_ day of **FEB 08 2022** 2022 between **DEPARTMENT OF FINANCE** of the Philippines (hereinafter called "the Entity") of the one part and **MAROONSTUDIOS INC.** of 115 Dr. Alejos St., Brgy. San Isidro Labrador, La Loma, Quezon City (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **Procurement of Email Management Service and Online Productivity Suite in the DOF for CY 2022** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Two Million Seven Hundred Twelve Thousand Four Hundred Twenty Pesos (₱2,712,420.00)** (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 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 of this Agreement, viz.:

Philippine Bidding Documents (PBDs);

- a. Schedule of Requirements;
- b. Technical Specifications;
- c. General and Special Conditions of Contract; and
- d. Supplemental or Bid Bulletins, if any

Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

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;

Performance Security;

Notice of Award of Contract; and the Bidder's conforme thereto; and

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 **Two Million Seven Hundred Twelve Thousand Four Hundred Twenty Pesos (₱2,712,420.00)** or such other sums as may be ascertained, **MAROONSTUDIOS INC.** agrees for the **Procurement of Email Management Service and Online Productivity Suite in the DOF for CY 2022** in accordance with its Bid.

4. The **DEPARTMENT OF FINANCE** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

#### **5. Data Privacy Compliance**

The PARTIES shall comply with the provisions of Republic Act (RA) No. 10173, otherwise known as the “Data Privacy Act of 2012”, its Implementing Rules and Regulations (IRR), issuances of the National Privacy Commission (NPC), and other applicable laws on processing of personal information. These shall include compliance with all relevant data protection policies of the Entity and other measures reasonably necessary to prevent any use or disclosure of personal data other than as allowed under this contract.

The PARTIES shall implement security measures aimed at maintaining the availability, integrity, and confidentiality of personal data including the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing.

#### **6. Consent to the Processing of Personal Information**

As part of the data privacy compliance, the Supplier hereby grants its consent to the Entity’s processing of its personal information collected under this contract, which may include the disclosure of such information to third parties, to comply with requirement of law in relation to the implementation of this 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 FINANCE

MAROONSTUDIOS INC.

By:

By:

*Bayani H. Agabin*  
BAYANI H. AGABIN  
Undersecretary

*Anthony Misajon*  
ANTHONY MISAJON  
Business Development Manager  
for Public Sector

*Mark Dennis Y.C. Joven*  
MARK DENNIS Y.C. JOVEN  
Undersecretary

SIGNED IN THE PRESENCE OF

*[Signature]*

*[Signature]*

ACKNOWLEDGMENT

Republic of the Philippines }  
City of QUEZON CITY } S.S

FEB 08 2022

BEFORE ME, this 08 day of FEBRUARY 2022 at QUEZON CITY, personally appeared Undersecretary Bayani H. Agabin with TIN 172-571-956 issued at Manila on 01/11/22 and Undersecretary Mark Dennis Y.C. Joven with TIN 167-305-432 issued at Manila on 01/11/22 in their capacity as the authorized signatories of the DEPARTMENT OF FINANCE, and Mr. Anthony Misajon with ID No. 172-571-956 issued at Manila on 01/11/22 in his capacity as the authorized signatory of MaroonStudios Inc., known to me and to me known to be the same persons who executed the foregoing Contract (with attachments and appendices), consisting of three (3) pages, including the page on which this acknowledgment is written, and who acknowledge to me that the same is their free and voluntary act and deed, and the free and voluntary act and deed of the government entity and company which they represent, respectively.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal at the place and on the day first above written.

Doc. No. 111  
Page No. 23  
Book No. VA  
Series of 2022.

NOTARY PUBLIC  
*[Signature]*  
ATTY. ROCELIO J. BOLIVAR  
NOTARY PUBLIC IN QUEZON CITY  
Commission No. Adm. Matter No. NP 204 (2021-2022)  
IBP O.R. No. 132134 MD 2021 & IBP O.R. No. 133076 MD 2022  
PTR O.R. No. 2463255D 1/3/22 / Roll No. 33832 / TIN# 129-871-009  
MCLE No. VI-0029583 valid from 12/16/19 valid until 04/14/22 Quezon City  
Address: 31-F Harvard St., Cubao, Q.C.



Republic of the Philippines  
**DEPARTMENT OF FINANCE**

Roxas Boulevard Corner Pablo Ocampo, Sr. Street  
Manila 1004

04 February 2022

**Mr. ANTHONY MISAJON**  
Business Development Manager for Public Sector  
**MaroonStudios Inc.**  
115 Dr. Alejos St., Brgy. San Isidro Labrador,  
La Loma, Quezon City

**Subject: NOTICE TO PROCEED**

**Dear Mr. MISAJON:**

In view of the award of contract to MAROONSTUDIOS INC., you are hereby given Notice to Proceed with the Procurement of Email Management Service and Online Productivity Suite in the Department of Finance for CY 2022 (the "Contract").


The effective date of the Contract is upon receipt of this Notice.

Very truly yours,

  
**BAYANI H. AGABIN**  
Undersecretary

  
**MARK DENNIS Y.C. JOVEN**  
Undersecretary

CONFORME:

  
**ANTHONY MISAJON**  
Date: February 7, 2022