

BIDS AND AWARDS COMMITTEE BAC Resolution No. <u>40-1</u>, Series of 2018

SUBJECT: RECOMMENDING THE AWARD OF CONTRACT FOR THE LEASE OF VENUE AND FOOD FOR THE EMPLOYEES APPRECIATION DAY TO RESTOPRENEUR MANAGEMENT INC.

WHEREAS, the National Privacy Commission (NPC) envisions to be a world-class regulatory and enforcement agency upholding the right to privacy and data protection while ensuring the free flow of information, committed to excellence, driven by a workforce that is highly competent, future-oriented, and ethical, towards a competitive, knowledge-based, and innovative nation;

WHEREAS, pursuant to Civil Service Commission Resolution No. 010112 dated January 10, 2001, every department or agency should establish its own suggestions and incentive awards system designed to encourage creativity, innovativeness, efficiency, integrity and productivity in public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, inventions, superior accomplishments and other personal efforts which contribute, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest;

WHEREAS, to attain the said purpose, the NPC issued internal policy, Program on Awards and Incentives for Service Excellence (PRAISE), to institutionalize and encourage productivity in the workplace;

WHEREAS, the purchase request (PR) for the Lease of Venue for the Employees Appreciation Day scheduled on 14 December 2018 was approved by the Head of the Procuring Entity, with the Human Resources and Development Division as the end-user, as per P.R. No. 2018-0164;

WHEREAS, the revised NPC FY 2018 Annual Procurement Plan includes an allocation for the Food and Venue for the Employees Appreciation Day with an approved budget for the contract of Php250,000.00, with the mode of procurement as Lease of Venue;

WHEREAS, Section 53.10 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 recognizes the use of Lease of Venue as an alternative method of procurement;

WHEREAS, the NPC Bids and Awards Committee (BAC), through its Secretariat, sent request for quotations (RFQs) on 12 November 2018 to Sofitel Philippine Plaza Manila, Philippine International Convention Center (PICC), and Restopreneur Management Inc;

Reference : http://web.csc.gov.ph/phocadownload//MC2001/mc1s2001.pdf

WHEREAS, the NPC BAC Secretariat proceeded to evaluate the offers for compliance with the legal, technical, and financial requirements provided under the same IRR;

WHEREAS, based on the results of the evaluation, a copy of which is attached hereto as Annex "A", the NPC BAC determined that only Restopreneur Management Inc. tendered the single calculated and responsive quotation in the amount of Two Hundred Fifty Thousand Pesos (Php250,000.00);

WHEREAS, the venue offered by Restopreneur Management Inc. with the single calculated and responsive quotation, was rated in accordance with Appendix B, Annex H, on the rating factors and determination of reasonableness of rental rates, of said IRR;

NOW, THEREFORE, for and in consideration of the foregoing, WE, the members of the NPC Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**, to recommend the award of contract for the Lease of Venue for the conduct of NPC Employees Appreciation Day to RESTOPRENEUR MANAGEMENT INC. in the total amount of Php250,000.00;

RESOLVED this 16th day of November 2018, at the National Privacy Commission Office, 5th Floor, Philippine International Convention Center (*PICC*), PICC Delegation Building, PICC Complex, Roxas Blvd., Metro Manila 1307.

ATTEST:

MONALISA G. BAUTISTA Budget Officer, FPMD BAC Member

BAC Member

MARILOU C. LEELIAN

OIC-Chief, FPMD

BELMA G. MARTINEZ Director IV, FAO BAC Member

MARIA DELIA S. PRESQUITO Chief, ASD BAC Vice-Chairperson

ATTY. GILBERT V. SANTOS Director IV, LEO BAC Chairman

Approved:

Privacy Commissioner and Chairman Head of the Procuring Entity

5th, Delegation Bldg., Philippine International Convention Center (PICC), Roxas Blvd. Pasay City URL: <u>http://privacy.gov.ph</u> Email Add: <u>info@privacy.gov.ph</u>

$\langle \mathbf{D} \rangle$	MATIONAL PRIVACY COMMISSION		Republic of the Philippines NATIONAL PRIVACY COMMISSION Philippine International Convention Center (PICC), 5th Floor East Banquet Hall, Delegation Bldg. PICC Complex, Pasay City	loor East Banquet F	fall, Delegation	1 Bldg. PICC Co	mplex, Pasay C	Ity		NPC-ASD-AOQ No.0013	Q No.0013			
					AB	ABSTRACT OF QUOTATIONS	UOTATIONS							Π
Project: Reference:	ct: ence:	<u>Lease of Venue For NPC Employees Appreciation Day</u>	ees Appreciation Day	Approved Budget for the contract: PhilGEPS Reference No.:	the contract: Vo.:	250,000.00 N/A								
_						Eligib	Eligibility Requirements							
No. Qty.	. Unit	t Description	Supplier	Mayor's/Business Permit	Professional License	PhilGEPS Reg. Number	PCAB License (Infra)	NFCC (Infra)	Income Tax Return	Omnibus Sworn Statement	Compliance with Technical Specifications	Bid Price	Remarks	urks
1 1		Lease of Venue for NPC Employees Appreciation Day	Restopreneur Management Inc.	COMPLIED	N/A	COMPLIED	N/A	N/A	COMPLIED	N/A	COMPLIED	250,000.00	0.00 PASSED	ED
2 1		Lease of Venue for NPC Employees Appreciation Day	Sofitel Hotel	COMPLIED	N/A	COMPLIED	N/A	N/A	COMPLIED	N/A	FAILED	301,000.00	0.00 FAILED**	ED**
3 1		Lease of Venue for NPC Employees Appreciation Day	Philippine International Convention Center				No Reply	eply					FAILED**	*D**
preter Preter	Prepared By: Prepared By: Recommendi	In the evaluation of the Arean others, whin the evaluation of the NVL-bits and Awards commutes, and the preterence of the Ind-user sonsidered, we hereby recommend the award to the lowest and most responsive budder. Prepared By: Prepared By: BAC Sebretariat Member BAC Sebretariat Member Recommending Approval: Recommending Approval: BAC Sebretariat Member BAC Sebr	n of the NTC-blug and Awards communed the award to the lowest and m Reviewed By: MO B B B B B B B B B B B B B B B B B B	ed By: ed By: ATPY. GELL BAC Seered BAUTISTA Budger Office, FPMD BACMember BAC Member BAC Vice Chairperson BAC Vice Chairperson	. Nevi	Restopreneur Mana, ALIGOD Haad MARILOU C. LEELIAN OIC-Chief, FPMD BAC Member		nt Inc. BELMA G. MARTINEZ OIC-Director, FAO BAC Member ATTY. GILBERT V. SANTOS Director, LEO BAC Chaliperson	NTOS	1] Disapproved		
*The bidder	failed to si	*The bidder failed to submit their quotation										,		

Page 1 of 1

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RESTOPRENEUR MANAGEMENT, INC.

Rizal Park Hotel - South Road Drive TM Kalaw Ext. Brgy 666 Zone 072 Ermita Manila

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Event Name : NPC Em	ployees A	opreciation Day		oom : Ballroom 1		and the second data is a surface of the second data is a surfa	on : Dec	ember 14, 2018
Minimum of :			Type of Fur	nction : Buffet		Day :		
Guaranteed Pax / Tab	le: 140	100 C 100	Package Na	ame :		Time : 6:00PM	-11:00P	M
In Excess of Min. :			Package Pr	ice : 250,000.00ne	tt	Food Service T		the second s
CLIENT DETAILS						A PARTY AND AND AND A		and the loss of the loss
Name : Raymund Lib		and the second second second second	a the second the second	ter data di Angel Angel	S. Strategic Strategics	Tel. No.		
Billing Address : 5th F	oor Delega	ation Bldg. PICC, Pas	ay City			Cellphone No.	094580	99449
Email Address :	The second second second	an an an Anna Anna Anna Anna Anna Anna				Fax No.	in state	and the second second
PAYMENT DETAILS								
PARTICULARS		OR/PR NUM	BER	DATE OF	A	MOUNT	1	RUNNING BALANCE
TOTAL PACKAGE PRIC		-		PAYMENT				
Reservation Fee	<u> </u>							
Down Payment								
bount dyment								
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FINAL SETTLEMENT								
Note "Full Payment" i	s required	THIRTY (30) days bef	ore the functi	on date Should the	CLIENT fail	od to cottle the f	Php	
function, the HOTEL r	eserves the	right to cancel the f	function.	on date. Should the	CLIENT Idin	eu lo sellie the f	uli paym	ient prior to the
FUNCTION DETAILS								
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		Testers						
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		ton cupers white	June	Acoustic Band				
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	-	Dessert		Ballroom 2				
	Fresh			Ballroom 3				
	r Rouna o	f Iced Tea		Corkage Fees				
				Pork Lechon				Php
AMENITIES:				Cooked Foods				-
raviel in the st			10-10-10 X	Wines & Spirits				
1. Basic Stage				Premium Wine	S			
2. Lights and S	ounds			Beer Soft Drinks				
3. Podium and	l Micropho	ne		Photo Booth				
4. Projector				Equipment Renta	1 ·			NAME AND ADDRESS AND ADDRESS ADDRE
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				Others (Specify)				
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ADDITIONAL	QTY	UNIT PRICE	TOTAL	REQUIRED SET-UP	P Buffet Set	Up		
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				OTHER ARRANGE				
	+			15 Complimentar	y Parking II	ckets		
TOTAL	1				er.			
SIGNATORIES				CALCULAR STREET				and the second strength of the second strengt
Prepared By		oted By:		Reviewed By:				
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Kimberly Glaire Acas	./ 13	·····			1	and the second second		
Signature over printed	l name	Signature over prir	and some state of the second se	Cost Con Manage	r / Accounti	ng Manager		
Endorsed by :		Approved by	· A					
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CIIC	=11	Audinus
F &	R	Manager

Managing Director

This Bar et and Contract Kalaw Ext. Brgy 666 Zone 072 Ermita Manila, represented by with address located at

PAYMENT DEPOSIT AND DOWN PAYMENT

- Reservation Fee of Php 50,000.00 is required to reserve the date, time and venue for a particular function. Venue is herein referred to as the function room/area from where the particular function will be held. The use of the venue is good only on the duration of the time and date specified on the contract. Any extension requested by the CLIENT shall be allowed provided it does not disrupt other party reservation The use of the venue is good only on the duration of the time and date specified on the contract. Any extension requested by the CLIENT shall be allowed provided it does not disrupt other party reservation scheduled and the excess hours shall be charged accordingly. Other products and services which will be required outside the contracted package shall be charged accordingly based on published prices. The A 50% Down Payment to be paid at least 60 days before the function, otherwise, RMI reserve the right to cancel the function. Customer acknowledges that the date and any deposit made by the CLIENT shall be forfeited in favor of RMI in the event that the final payment is not made at least THIRTY (30) days prior to the event date. Payment of individual client can be made in cash, credit card, manager or cashier's check and GC issued by RMI. For Company, company checks are acceptable and must be paid at least FOURTEEN (14) days before the function date. For government companies, signed Contract and Certificate of Availability of Funds (CAF) must be submitted by companies with credit line at least TWO (2) weeks prior to function date.
- 1.2 1.3
- 1.4 1.5
- with credit line at least TWO (2) weeks prior to function date. For gover Other incidental expenses shall be settled right after the function, in form of cash or credit card. Other incidental expe 16

FOOD ND BEVERAGE

1.

- ND BEVERAGE All Food & Beverage items for the function shall be supplied only by RMI, CLIENT cannot bring in food and beverage items unless there's a written consent from RMI, TEN (10) days prior to function. RMI reserves the right to change the menu as indicated in this arrangement at any time in event of non-availability of raw materials and for other justified reasons. RMI will notify the CLIENT of such change if time allows. Food and beverages are contracted for consumption on the specific function date/time and venue only and cannot be consumed outside date/time and venue. In the event that RMI allows the CLIENT to bring in food and beverage items, CLIENT shall be solely responsible and liable for the condition, quality and sufficiency of such items and shall pay to RMI the prescribed corkage fees. RMI shall require the CLIENT to sign a waiver form to release RMI from any liability in the event that untoward incident happens to the guests of the CLIENT related to food consumption or any idea of its incidentals 2.1 2.2
- The consent of RM incurnas. The consent of RM it to the CUENT's bringing in of their own food and beverages shall not in any way affect or serve, to relieve or mitigate the CUENT's aforesaid responsibility and liability for the same. The CUENT shall be solely responsible and liable for any personal damages or injuries that may be caused upon any of the CUENT'S guest and other persons attending the function by reason of or due to unsatisfactory quality or spoiled state of food and beverage items brought by the CUENT. CUENT is discouraged to take home left-over food. Food exposed in room temperature for more than 2 hours might get spoiled. If the CUENT wishes to bring home left-over food, RMI shall be automatically relieved from all liabilities if food poisoning or any problem should arise. 2.3
- 2.4

BAR UM GUARANTEE

- Monorance Excesses on top of the minimum number of persons from which a contracted package and its corresponding price is initially based. Excesses on top of the minimum guaranteed shall be charged accordingly. This number should be submitted no less than TWO (2) weeks prior to the function date. Otherwise, RMI will follow the original guarantee stipulated in the contract. RMI is only responsible to serve actual number of persons guaranteed by CUENT.
 - 3.1.1
 - In the event of under attendance, the minimum guaranteed will prevail. In the event of under attendance, the CLIENT may take home food unconsumed in the buffet line only. CLIENT cannot expect RMI to cook additional food to be taken out even 3.1.2 ests are less than expected. 3.1.3
 - In the event of over attendance the CUENT must sign the order slip as acknowledgment for the excess persons. Payment must be settled immediately within the date of event either in cash or credit card only. In the event of over attendance, RMI will not be liable for the insufficiency and quality of food.

3.1.4 3.1.5 In the case of over attendance, the CUENT must pay the corresponding prices/person based on published rates of the package plus a P50.00+12% VAT/person in ss the guaranteed

OTHER FEES

4.1 Corkage Fees: Use of Function Room in Excess Electricity Charge for the whole d 3,500.00/pc 800.00/bottle/(750/ml) 1,500.00/bottle(750/ml) of Contracted Rate Time per Hour: Pork Lechon Wines & Spirits Any Electrical Equipment Php Ballroom 1 Php10.000/hr Php 500.00 Php 10,000/h Premium Wines Ballroom 2 Php Photo & Video Php2,000.00 2, 000.00 (1 liter) Php Php 10,000/hr Accoustic Band Php2.500.00 Php 500.00/case uet Charges Soft Drinks 500 00/case Php ntal for the whole duration: Cooked Food 4,000.00/chafing dish Children below 3ft Php Free of Charge LCD Rental Php 5, 000.00 Children 3ft. and above Full Rate Photo Booth 3.000.00

POSTPONMENT

In the event the CLIENT wishes to 5.1 postpone the function to another date and/or time.

- 5.1.1 CLIENT should notify RMI in writing at least ninety more than (90) days prior to the scheduled date of function, alternative date must be written one (1) year from the postpo date of event. Hence, the CLIENT must update their package and must update payment of at least 50% of the total contract price. If CLIENT notified RMI in writing in less than ninety (90) days but more than sixty (60) days prior to the scheduled date of function, alternative date must be within six (6) months from the postponed data of event, with rebooking fee of 10% of the total contract price. 5.1.2 If CLIENT notified the RMI in writing sixty (60) days or less prior to the scheduled date of function, RMI has the right to cancel the function and retain all payments rece 5.1.3
- except for fortuitous events or force majeure
- Except for fortations evens or force majoure.
 5.1.4
 CLIENT may only use their payments for other packages only. Venue function room will be subject for availability on the desired alternative date and time.
 5.1.5
 RMI shall not guarantee the same contract price as stated should there be price increase implemented.
 In the event the client complied with the time period and condition (as mentioned in 5.1.1) and there is no available venue/function room on the desired date, the CLIENT may choose between proceeding with original schedule of the function or change the scheduled date or event.
- 5.2 CANCELLATION 6.1

- Should the CLIENT decide to cancel the reservation, a cancellation letter must be made. If cancellation notice is made: 6.1.1 Ninety (90) days or more prior to the event, 50% of the payments made (less the reservation fee) can only be refunded.
 - 6.1.1 6.1.2 Less than ninety (90) days but more than sixty (60) days prior to the event, 25% of the payments made (less the reservation fee) can only be refunded. Sixty (60) days or less prior to the event, reservation fee or payments made is/shall be totally forfeited. 6.1.3

FUNCTION ACTIVITIES & MATERIALS

- 7.1
- The CLIENT shall be society responsible for the activities at the function. In all instances, the CLIENT shall be responsible for obtaining permits as may be required by national and local governments in connection with the function and the activities to be undertaken thereat. Any and all costs, fees and assessments including entertainment and other taxes, shall be borne by the CLIENT. The CLIENT shall, at least ninety (90) days before the scheduled date of function, submit to RMI, the proposed program of activities and the required set up in the function room. RMI reserves the right to

7.2

- The CLEEN's shall, at least linkely (50) days before the scheduled date of runction, submit to KMI, the proposed program of activities and the required set up in the function room. RMI reserves the right to prohibit the CLENT from undertaking such activities as are deemed contrary to law morals, public order and / or public policy. The CLENT should seek prior approval from RMI for all display, visual and audio exhibits, promotional posters, props and exhibits which the CLENT intends to use and put up during the function. The client shall not post, put or attach to any manner, posters, props and other materials to or upon walls, column, doors, or to other areas of RMI, without first obtaining the latter's prior written consent thereat. Machines or equipment's provided by RMI free of charge as subjected to its availability, however should the CLIENT request for other machines or equipment's, RMI shall charge the CLIENT the actual cost or rental incurred by RMI. The CLIENT must seek approval from RMI should they wish to bring in any equipment inside RMI premises. Should RMI allow the CLIENT to bring in any equipment, the CLIENT must 7.3 register / declare the equipment in terms of quality and exact specification to the security department in the same manner the CLIENT must pay the electricity charges for any electrical equip inside RMI premises. The CLIENT agrees to
- 7.4
- Insue two premises. The CLIENT agrees to advise his/her guests not to leave their valuables unattended while inside the RMI premises; ex: handbags, cellular phone, laptop, printer, camera...etc.. The CLIENT shall be solely responsible for its guest's personal belongings such as gifts, prizes, exhibits, props, displays, and other materials. The RMI shall in no instance be held liable for any loss or damage of such items. All props, displays and such materials used by the CLIENT should be cleared from the function room before the end of the contracted time unless a prior written consent from the RMI for an extension of the same is obtained.
- The CLIENT shall be society responsible and liable in case of breakage of the equipment, damages and / or injuries whether personal or to properly, that the CLIENT'S guests may suffer during the function. Any breakage of the equipment of RMI during the function caused by the CLIENT or by any of his/her guests shall be charged accordingly to the CLIENT. Small children of the guests must be attended by their adult companion at all times. RMI or any of its employees is EXEMPT from liability for any injury or accident that may arise in violation of this provision. The RMI will not be responsible for any accident that may be 7.6 incurred by adult or children during the event. ISCELLANEOUS PROVISIONS

OTHER M

- SCELLANEOUS PROVISIONS This Contract shall be governed by, construed, and enforced in accordance with the laws of the Philippines. The parties hereto irrevocably agree that any legal action suit or proceeding arising outof or relating to this Contract shall be exclusively brought before the proper courts in the City of Manila, Metro Manila Philippines to the exclusion of all others. The foregoing, however, shall not limit or be construed to limit the right of RMI to commence any proceeding or to obtain execution of judgement against Client in any venue or jurisdiction where assets of Client may be found. The parties acknowledge that the precise amount of actual damages that the parties will incur in the event of breach of any and/or all of the provisions of this Contract by either party would be extremely difficult to ascertain. Hence, as an immediate and partial form of relief, the party at fault shall be obliged to pay the injured party amount equivalent to Five Thousand Pesos (P5, 000.00) upon demand once
- 8.2
- 8.3
- difficult to ascertain. Hence, as an immediate and partial form of felier, the party at parts all be obliged to pay the injured party amount equivalent to Five Thousand Pesos (PS, 000.00) upon demand once any breach or violation of this Contracts is discovered as a form of penalty. The CLIENT acknowledges that it is impossible for the RMI to prevent in advance, the intrusion of any third party in the function area. The CLIENT must be immediately inform the management if there is any unauthorized person inside the party premises. The CLIENT should coordinate with the RMI in seeing to it that the guests are properly identified for security purposes and for the distribution of food items, including contracted giveaways. In order to prevent "Gate Crasher" during the function, the RMI shall strictly implement "No Invitation, No Entrance@ Policy for special functions, while wearing of the ID shall be imposed during seminars or conventions. In compliance with RA 9211, "No Smoking Law" shall be strictly implemented by the RMI.
- 8.4
- The RMI provides duty meals to its staff & employees. Inviting wait staff to partake of food in the buffet is discouraged, even during underflows or it may put RMI at disadvantage. The person signing the contract certifies that he / she has the authority for his / her action on behalf of the organization / corporation represented. 8.5
- 8.6 8.7
- Cha nges in details and conditions for the contract may be made only with the express written consent of the appropriate catering representative. The person signing the contract is responsible for payment and cannot assign this contract or the liability. RMI shall not be held liable due to unforeseeable circumstances beyond RMI control (e.g. fortuitous events, force majeure). RMI shall have no responsib
- 8.8 ility or liability for the failure to supply any service when prevented from doing so by strikes, accidents or any cause beyond RMI control, or by orders of any governmental authority, except to return said deposit within sixty (60) days less any expenses
- already incurred by RMI. THIS CONTRACT SHALL BE CONSIDERED BONDED AND EXECUTORY WITH THE COMPANY WHEN A FULL PAYMENT FROM THE CONTRACT PACKAGE HAS BEEN SETTLED WITH rmi AND MUST BE FULLY SIGNED BY 8.9 THE CORPORATE GENERAL MANAGER AND THE EXCUTIVE VICE PRESIDENT, OTHERWISE, THE CONTRACT IS CONSIDERED NULL AND VOID.
- 8.10 THIS CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THE CONTRACTING PARTY acknowledges that he/she has fully read, understand and accepted terms of the BANQUET AND CATERING AGREEMENT. Further, he/she agrees to abide all the te

NOV 23 2018 is WITNESS HEREOF the parties have sig d this Banquet Contract this at Manila, Philippines RESTROPPENEUR MARGEMENT INC, NTRACTING PARTY Ware Aas RAYMUND ECHBORD _NOV 23 2018



NOTICE OF AWARD

Date Issued: NOV 1 6 2018, 2018

Kimberly Claire Acas Authorized Representative Restopreneur Management Inc. Sta. Mesa, Manila

Dear Ms. Acas:

Please be advised that upon the recommendation of the NPC Bids and Awards Committee, the contract for the Lease of Venue and Food for the NPC EMPLOYEE APPRECIATION DAY amounting to TWO HUNDRED FIFTY THOUSAND PESOS ONLY (Php250,000.00), VAT inclusive, is awarded to RESTOPRENEUR MANAGEMENT INC. consistent with Republic Act No. 9184 and its Implementing Rules and Regulations.

Very truly yours,

Privacy Commissioner and Chairman Head of the Procuring Entity

Conform

Kimberly Claire Acas Authorized Representative Date: NOV 19 2018