

**PHILIPPINE INFORMATION AGENCY**  
PIA Bldg, Visayas Avenue, Diliman Quezon City

**REQUEST FOR QUOTATION (RFQ)**

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT: **SUPPLY AND DELIVERY OF NINE (9) UNITS OF LAPTOP COMPUTER**

APPROVED BUDGET FOR THE CONTRACT: **PHP 409,726.53**

**General Conditions:**

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
  - a. Valid & Current Mayor's/Business Permit for 2024;
  - b. Valid & Current PhilGEPS Registration Certificate/Number;
  - c. Income Tax Return (for ABCs above P500K)
  - d. Omnibus Sworn Statement (for ABCs above P50K);
  - e. Bids should be valid for a period of 90 days.
3. DELIVERY PERIOD:
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Paul John Delos Santos at Telephone number/s 8920-4338/0985-3050-095. The Quotation may be submitted through e-mail at [paul.delossantos@pia.gov.ph](mailto:paul.delossantos@pia.gov.ph) on or before 2 September 2024 @ 5:00 P.M.

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the Government.

**ATTY. ALLAN VINCENT B. LORENZO**  
BAC-CHAIRPERSON

SUPPLIER’S QUOTATION

ITEM NO.	DESCRIPTION	QTY	UNIT COST (Php)	TOTAL COST (Php)
	<p><b>LOT 1: LAPTOP COMPUTER</b></p> <p><b>Technical Specifications</b> <i>(Minimum Requirements)</i> Processor: (Core 4) AMD Ryzen 5 7520 2.80 Ghz OS: Windows Display: 15.6” FHD (1920x1080) Standard Refresh Rate 60Hz Internal Storage: SSD: 512 GB PCIe Memory: 16 GB DDR4-3200 MHz RAM Battery Life: up to 10 hours Weight: 1.59kg Color: Silver Power Supply Type: 45W AC Power Adapter</p> <p><b>Accessories:</b> RJ45 Ethernet Adapter Wireless Mouse Mousepad Laptop Bag</p> <p><b>Warranty and Support:</b> <i>-At least 1-year international warranty on parts and labor</i> <i>-Same day replacement of the item or higher capacity unit in case it is pulled out for service or repair</i></p> <p><b>Evaluation:</b> <i>The proposed hardware must comply with the minimum technical specifications in this document.</i></p> <p><b>Payment Terms:</b> <i>Payment shall be made upon issuance of a Certificate of Final Acceptance from the head of the procuring entity</i></p> <p><b>ABC: PHP 409,726.53</b></p>	9 units		

DELIVERY PERIOD: **7 calendar days upon issuance of Purchase Order**

PRICE VALIDITY:90 days

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

\_\_\_\_\_  
*Printed Name and Signature*

\_\_\_\_\_  
*Business Name and Address*

\_\_\_\_\_  
*Telephone/ Mobile No. and E-mail address*

\_\_\_\_\_  
*Date*

Technical Specifications

Note: Bidders must state either “**Comply**” or “**Not Comply**” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
	<p><b>LOT 1: LAPTOP COMPUTER</b></p> <p>Technical Specifications <i>(Minimum Requirements)</i> Processor: (Core 4) AMD Ryzen 5 7520 2.80 Ghz OS: Windows Display: 15.6” FHD (1920x1080) Standard Refresh Rate 60Hz Internal Storage: SSD: 512 GB PCIe Memory: 16 GB DDR4-3200 MHz RAM Battery Life: up to 10 hours Weight: 1.59kg Color: Silver Power Supply Type: 45W AC Power Adapter</p> <p><b>Accessories:</b> RJ45 Ethernet Adapter Wireless Mouse Mousepad Laptop Bag</p> <p><b>Warranty and Support:</b> <i>-At least 1-year international warranty on parts and labor -Same day replacement of the item or higher capacity unit in case it is pulled out for service or repair</i></p> <p><b>Evaluation:</b> <i>The proposed hardware must comply with the minimum technical specifications in this document.</i></p> <p><b>Payment Terms:</b> <i>Payment shall be made upon issuance of a Certificate of Final Acceptance from the head of the procuring entity</i></p>	

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_

Name of Company/Bidder

\_\_\_\_\_

Signature Over Printed Name  
Of Authorized Representative

\_\_\_\_\_

Date



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11178986  
**Procuring Entity** PHILIPPINE INFORMATION AGENCY  
**Title** Supply and Delivery of Nine Units of Laptop Computer  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	24-08-053	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Information Technology		
<b>Approved Budget for the Contract:</b>	PHP 409,726.53	<b>Document Request List</b>	8
<b>Delivery Period:</b>			
<b>Client Agency:</b>		<b>Date Published</b>	29/08/2024
<b>Contact Person:</b>	Paul John Hechanova Delos Santos Administrative Assistant III Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338  paul.delossantos@pia.gov.ph	<b>Last Updated / Time</b>	29/08/2024 00:00 AM
		<b>Closing Date / Time</b>	02/09/2024 17:00 PM

#### Description

PHILIPPINE INFORMATION AGENCY  
PIA Bldg, Visayas Avenue, Diliman Quezon City

#### REQUEST FOR QUOTATION (RFQ)

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NAME OF PROJECT: SUPPLY AND DELIVERY OF NINE (9) UNITS OF LAPTOP COMPUTER

APPROVED BUDGET FOR THE CONTRACT: PHP 409,726.53

#### General Conditions:

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."



2. Suppliers are required to submit the following prior to notification by the BAC of the award:

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- c. Income Tax Return (for ABCs above P500K)
- d. Omnibus Sworn Statement (for ABCs above P50K);
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3. DELIVERY PERIOD:

4. The total price quoted is subject to VAT and other applicable taxes and payable check;

5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Paul John Delos Santos at Telephone number/s 8920-4338/0985-3050-095. The Quotation may be submitted through e-mail at paul.delossantos@pia.gov.ph on or before 2 September 2024 @ 5:00 P.M.

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the Government.

ATTY. ALLAN VINCENT B. LORENZO  
BAC-CHAIRPERSON

ANNEX A  
SUPPLIER'S QUOTATION

ITEM NO.  
DESCRIPTION QTY UNIT COST (Php) TOTAL COST (Php)

LOT 1: LAPTOP COMPUTER 9 units

Technical Specifications  
(Minimum Requirements)  
Processor: (Core 4) AMD Ryzen 5 7520 2.80 Ghz  
OS: Windows  
Display: 15.6" FHD (1920x1080) Standard Refresh Rate 60Hz  
Internal Storage: SSD: 512 GB PCIe  
Memory: 16 GB DDR4-3200 MHz RAM  
Battery Life: up to 10 hours  
Weight: 1.59kg  
Color: Silver  
Power Supply Type: 45W AC Power Adapter

Accessories:  
RJ45 Ethernet Adapter  
Wireless Mouse  
Mousepad  
Laptop Bag

Warranty and Support:  
-At least 1-year international warranty on parts and labor  
-Same day replacement of the item or higher capacity unit in case it is pulled out for service or repair

Evaluation:  
The proposed hardware must comply with the minimum technical specifications in this document.  
Payment Terms:  
Payment shall be made upon issuance of a Certificate of Final Acceptance from the head of the procuring entity

ABC: PHP 409,726.53

DELIVERY PERIOD: 7 calendar days upon issuance of Purchase Order

PRICE VALIDITY: 90 days

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

\_\_\_\_\_  
Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item Specification Statement of Compliance

LOT 1: LAPTOP COMPUTER

Technical Specifications  
(Minimum Requirements)

Processor: (Core 4) AMD Ryzen 5 7520 2.80 Ghz

OS: Windows

Display: 15.6" FHD (1920x1080) Standard Refresh Rate 60Hz

Internal Storage: SSD: 512 GB PCIe

Memory: 16 GB DDR4-3200 MHz RAM

Battery Life: up to 10 hours

Weight: 1.59kg

Color: Silver

Power Supply Type: 45W AC Power Adapter

Accessories:

RJ45 Ethernet Adapter

Wireless Mouse

Mousepad

Laptop Bag

Warranty and Support:

-At least 1-year international warranty on parts and labor

-Same day replacement of the item or higher capacity unit in case it is pulled out for service or repair

Evaluation:

The proposed hardware must comply with the minimum technical specifications in this document.

Payment Terms:

Payment shall be made upon issuance of a Certificate of Final Acceptance from the head of the procuring entity

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder Signature Over Printed Name Date  
Of Authorized Representative

**Created by** Ronelio N Hernandez

**Date Created** 21/08/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



15 August 2024

**CERTIFICATE OF AVAILABILITY OF FUNDS**

This is to certify that the amount of **FOUR HUNDRED NINE THOUSAND SEVEN HUNDRED TWENTY SIX PESOS AND 53/100 CTVS (PHP409,726.53)** is available out of the PIA TRUST FUND (OPAPRU-FUND) with OR No. 6760212 dated 17 May 2024 as per attached PR No. 24-08-053 dated 12 August 2024.

Item Description	Number of Units	Unit Cost	Total Cost
Minimum specifications: Processor Core 4 core <sup>TM</sup> Screen Resolution (1920x1060), Standard Refresh Rate (60 hz), 512 GB SSD PCI Express , Processor Manufacturer AMD, Processor Type Ryzen 5, Processor Model 7520U, Processor Speed 2.80 GHz	9	45,525.17	409,726.53

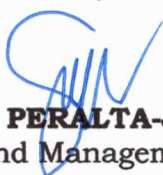
TOTAL Php409,726.53

This certification is for earmarking purposes only and will be considered null and void if not requested for obligation until December 16, 2024.

  
**BENJAMIN C. SY JR**  
Chief, Budget Section

  
**ADELE RACHEL M. AQUINO**  
Chief, Accounting Section

Noted by:

  
**LOVELIZA M. PERALTA-JAKOVAC**  
Head, Finance and Management Division

Ref No. 2024-08-019  
Object of Expenditure ICT EQUIPMENT

# PURCHASE REQUEST

Entity Name: PIA

Fund Cluster: \_\_\_\_\_

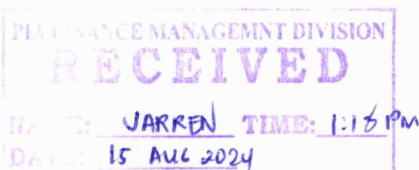
Office/Section : Office of the Deputy Director General for Knowledge Management and Strategic Communication		PR No.: <u>24-08-053 f.</u>  Responsibility Center Code : _____		Date: <u>08-12-2024</u>	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pc	Minimum specifications: Processor 4 core TM, Screen resolution (1920x1060) Standard Refresh rate (60Hz), 512 GB SSD PCI Express, Processor Manufacturer AMD, Processor Type Ryzen 5, Processor Model 7520U, Processor Speed 2.80 GHz  Warranty Period: Atleast 1- year warranty upon full delivery of the items  Delivery Period: 7 Days upon issuance of Purchase Order  Charged to OPAPRU Trust Fund  For complete details, please refer to the Terms of Reference.	9	45,525.17	409,726.53
					409,726.53

PIA - PROCUREMENT  
RECEIVED  
BY: Enam  
DATE: 8/15 TIME: 11:18

Purpose: To be used to ensure and maintain strong presence of Local Peace Engagement (LPE)  
in social media through the production of several social media materials.

Requested by: \_\_\_\_\_  
Signature : \_\_\_\_\_  
Printed Name : ELMER JUDE F. MESINA  
Designation : DDG-KMSC

Approved by: \_\_\_\_\_  
Signature : \_\_\_\_\_  
WILSON T. BUERANO JR.  
DDG-Finance







**TERMS OF REFERENCE**  
**Supply and Delivery of Laptops**

**Background of the Item being Procured**

**1.1. General Overview of the Procurement Project**

1.1.1. This procurement project is proposed to acquire laptops for the use of the Office of the Presidential Adviser on Peace, Reconciliation and Unity (OPAPRU)—PIA Editorial Desk's project writers, editors, and graphic artists to ensure and maintain a strong presence of Local Peace Engagement (LPE) on social media through the production of several social media materials. The needed hardware must provide high processing power and speed to deliver the required outputs in the operation.

**1.2. Brief Description of the Item being Procured**

1.2.1. The items being procured are laptops for use by the OPAPRU-PIA Editorial Desk's writers, editors, and graphics artists.

**1.3. ABC of the Project and Fund Source**

1.3.1. The ABC of the Project is **Php 409,726.53**

1.3.2. The Fund Source is OPAPRU Trust Fund

1.3.3. Detailed Financial Breakdown

ITEM	QTY	PRICE/ UNIT	TOTAL PRICE
Laptop	9	45,525.17	409,726.53
<b>TOTAL</b>			<b>Php 409,726.53</b>

**2. Mode of Procurement**

2.1 The mode of procurement is small-value procurement.

**3. Nature of the Procurement**

3.1 The nature of procurement is Goods and Services.

**4. Scope of Work**

- 4.1 Technical Specifications (*minimum specifications*)
- 4.2 Laptop - 9 Units
- 4.3 Processor: (Core 4) AMD Ryzen 5 7520U 2.80 Ghz
- 4.4 OS: Windows
- 4.5 Display: 15.6" FHD (1920x1080) Standard refresh rate 60Hz
- 4.6 Internal Storage: SSD: 512 GB PCIe
- 4.7 Memory: 16 GB DDR4-3200 MHz RAM
- 4.8 Battery life: up to 10 hours
- 4.9 Weight: 1.59 kg



- 5.0 Color: Silver
- 5.1 Power Supply Type: 45 W AC power adapter
- 5.2 **Accessories:**
  - 5.1.1 RJ45 Ethernet Adapter
  - 5.1.3 Wireless Mouse
  - 5.1.4 Mousepad
  - 5.1.5 Laptop Bag

## **5. Warranty and Support**

- 5.1 At least 1-year international warranty on parts and labor
- 5.2 Same day replacement of the item or higher capacity unit in case it is pulled out for service or repair.

## **6. Evaluation / Acceptance Criteria and Process**

- 6. 1 The proposed hardware must comply with the minimum technical specifications in this document.

## **7. Payment Terms**

- 7.1 Payment shall be made upon issuance of a Certificate of Final Acceptance from the head of the procuring entity.

## **8. Timelines for Implementation of the Project**

- 8.1 Delivery of Items within seven (7) calendar days after receipt of Notice to Proceed (NTP)

### **Prepared By:**

**CAMILLE A. CHICA**  
Project Coordinator  
PIA Editorial Desk

### **Approved By:**

**ELMER JUDE F. MESINA**  
Deputy Director General  
Knowledge Management and Strategic Communications



## AMENDED MEMORANDUM OF AGREEMENT

### KNOW ALL MEN BY THESE PRESENTS:

This **AMENDED MEMORANDUM OF AGREEMENT ("AGREEMENT")**, made and entered on \_\_\_\_\_ in Agustin I Building, F. Ortigas Jr. Road, Ortigas Center, Pasig City, Philippines, by and among the following:

The **OFFICE OF THE PRESIDENTIAL ADVISER ON PEACE, RECONCILIATION AND UNITY**, a national government agency duly reorganized and existing by virtue of Executive Order No. 158, series of 2021, with office address at 5<sup>th</sup> Floor Agustin I Building, F. Ortigas, Jr. Road, Ortigas Center, Pasig City, represented by its Secretary, **CARLITO G. GALVEZ, JR.**, hereinafter referred to as "**OPAPRU**".

The **PRESIDENTIAL COMMUNICATIONS OFFICE**, a national government agency duly reorganized and existing by virtue of Executive Order No. 16, series of 2023, with office address at 7<sup>th</sup> Floor Times Plaza Building, United Nations Avenue, Ermita, Manila, represented by its Secretary, **ATTY. CHELOY E. VELICARIA-GARAFIL, MNSA**, hereinafter referred to as "**PCO**".

- and -

The **PHILIPPINE INFORMATION AGENCY**, a national government agency duly organized and existing by virtue of Executive Order No. 100, series of 1986, with office address at PIA Building, Visayas Avenue, Quezon City, represented by its Undersecretary and Director-General, **JOSE A. TORRES JR.**, hereinafter referred to as "**PIA**".

The **PCO**, **OPAPRU**, and **PIA** shall be collectively referred to as the "**PARTIES**".

### WITNESSETH:

**WHEREAS**, the **PCO**, as the lead agency of the Strategic Communications Cluster in the National Task Force to End Local Communist Armed Conflict (NTF-ELCAC), is tasked with conducting efforts for the effective dissemination of information related to government programs and counteracting national propaganda, while simultaneously creating external mechanisms to facilitate public engagement and support.

**WHEREAS**, President Ferdinand R. Marcos, Jr. acknowledged the accomplishments of the NTF-ELCAC task force in a meeting on 10 May 2023, including the disbandment of 67 guerilla fronts and reintegration of 28,713 former rebels;

**WHEREAS**, the **PIA** is a communication agency under the direct control and supervision of the **PCO** as mandated under Executive Order No. 16, series of 2023.

**WHEREAS**, the **PCO** and **PIA** hold a significant presence and established partnerships with media organizations across the country, contributing to a robust and effective dissemination of government programs;

**WHEREAS**, the **OPAPRU** intends to collaborate with the **PCO** to bolster the information campaign on the government's efforts for Local Peace Engagements (LPE)



and its Transformation Program (TP), with the PIA acting as a major conduit of such information.

**WHEREAS**, both OPAPRU and PCO recognize the necessity of amplifying the dissemination of government plans, programs, and accomplishments, specifically those related to the LPE implementation in the Philippines,

**WHEREAS**, the PARTIES agree to increase awareness and media coverage of the LPE and TP among journalists and government information officers in the targeted regions, and to focus on the prioritized areas for FY 2023 through the conduct of media orientations and activities to be spearheaded by OPAPRU and PCO and implemented with the assistance of PIA,

**WHEREAS**, the OPAPRU has allocated Ten Million Pesos (PHP 10,000,000.00) to fund the media orientation activities, set to launch in June 2023, after the signing of this Agreement,

**WHEREAS**, to implement the media orientation activities, the PIA officials and representatives shall undergo a series of activities including the Conflict Sensitive and Peace Promoting (CSPP) Communications Workshop and Media Orientation to equip them with comprehensive knowledge on the LPE and TP, along with the principles and tools of CSPP,

**WHEREAS**, on post-orientation, PIA officials and representatives are expected to produce several communication deliverables such as media orientation workshops, baseline survey reports, CSPP Communications workshops, press releases, informational and educational communication (IEC) materials, year-end coffee table books, video documentation, social media materials, and a monitoring tool to assess the effectiveness of the media roll-out,

**WHEREAS**, the Agreement was executed last 23 August 2023;

**WHEREAS**, The OPAPRU issued the 10M check last August 2023 and it was received by the PCO last 15 October 2023;

**WHEREAS**, the Parties agreed to transfer funds to the PIA out of the original 10M;

**WHEREAS**, the Parties agreed to extend the Agreement;

**WHEREAS**, the Parties agreed to amend their responsibilities and deliverables, hence the Amendment of the Agreement;

**WHEREAS**, after compliance with audit regulations by the concerned parties, government funds may now be transferred from PCO to the PIA to cover expenses for purposes aimed to implement this partnership, such as but not limited to the production of IEC materials, public relations services, purchase and/or rental of equipment, supplies, and materials, coordination and communication expenses, digital subscription services, software licenses, professional fees of resource persons, transportation and traveling expenses within the Philippines, and hiring of project personnel as may be necessary, relative to the media orientation activities subject of the Memorandum of Agreement (MOA) dated 23 August 2023;

**WHEREAS**, OPAPRU approves the transfer of funds to the PIA from PCO to cover the cost of the project;



WHEREAS, for ease of reference, all amendments herein have respective footnote references and duly underlined,

WHEREAS, all related provisions in this Amended Agreement, such as but not limited to Section 1, Letter B, Item Number VI (PCO's Financial and Project Monitoring Responsibilities), Section 1, Letter C, Item Number V (PIA's Financial and Project Monitoring Responsibilities), Section 3 on Financial Budgetary Requirements, and Section 5 on Effectivity, are likewise amended in accordance with the approval of the parties to the 23 August 2023 Agreement,

**NOW, THEREFORE,** for and in consideration of the foregoing premises, the **PARTIES** in the spirit of mutual cooperation to advance the information drive on the Localized Peace Engagement (LPE) and its Transformation Program (TP) across the nation, have agreed to enter into this Amended Agreement subject to the following terms and conditions.

## **SECTION 1. DUTIES AND RESPONSIBILITIES OF EACH PARTY.**

### **A. The OPAPRU**

#### **I. General Responsibilities**

1. Develop and implement, together with the PCO and PIA, the comprehensive strategic communications plan to carry out the LPE and TP;
2. Conduct workshops with the PCO for PIA Regional Directors, their deputies, and copy editors for orientation on the principles and tools of CSPP Communications;
3. Provide the PCO and PIA with inputs for the development and conceptualization of articles and IEC materials;
4. Review and approve all articles and IEC materials, including print collaterals and audio-visual presentations, for the conduct of the media orientations;
5. Conduct media orientations with the PCO and PIA in several regions in the country to increase awareness of LPE and its TP among journalists and government information officers;
6. Assist the PCO and PIA in the media roll-out to increase media mileage on LPE and TP;
7. Coordinate and approve the activities to be undertaken by the **PARTIES** under this Agreement; and
8. Perform such other functions and duties as may be necessary or incidental to its functions hereunder, subject to mutual agreement of the **PARTIES**.

#### **II. Financial and Project Monitoring Responsibilities**

1. Issue cheque to the PCO the amount of Ten Million Pesos (PHP 10,000,000.00), representing the amount allocated by the OPAPRU, to defray the expenses for the implementation of the strategic communications engagement of the PCO and the PIA.



2. Manage, monitor, and execute, together with the PCO and PIA, the implementation of the plan under this Agreement and ensure funding and completion of the plan and deliverables under **Annex "A"** of this Agreement, which shall form an integral part hereof; and
3. Record the transfer, utilization, and liquidation, including the documentation for such transfer, in accordance with the rules and regulations set out in Commission on Audit (COA) Circular No. 94-013 dated 13 December 1994 and Item 3.0 COA Circular No. 2012-001 dated 14 June 2012, and all applicable government accounting and auditing laws, rules and regulations.

## B. The PCO

### I. General Responsibilities

1. Develop and implement a comprehensive strategic communications plan together with the OPAPRU and PIA;
2. Oversee the implementation of the strategic communications plan;
3. Conduct workshops with the OPAPRU for PIA Regional Directors, their deputies, and copy editors for orientation on the principles and tools of CSPP Communications;
4. Coordinate the activities to be undertaken by the **PARTIES** under this Agreement;<sup>1</sup>
5. Manage, monitor, and execute, together with the OPAPRU and PIA, the implementation of the activities under this Agreement;<sup>2</sup>
6. Provide technical and administrative services in the conceptualization and production of IEC materials in close coordination with OPAPRU and PIA;<sup>3</sup>
7. Provide the needed IEC materials, including the freight and dissemination thereof;
8. Procure printing and other necessary services for production of IEC materials and implementation of the project in accordance with Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act, and its Revised Implementing Rules and Regulations;<sup>4</sup> and
9. Perform such other functions and duties as may be necessary or incidental to its functions hereunder, subject to mutual agreement of the **PARTIES**.<sup>5</sup>

### II. Production

1. Develop, conceptualize, and produce IEC materials in conjunction with the PIA. If applicable, such materials shall be in editable file/format, applicable format for PC playback to be submitted to the OPAPRU. The PCO shall

<sup>1</sup> Formerly item number 3

<sup>2</sup> Formerly item number 4

<sup>3</sup> Formerly item number 5

<sup>4</sup> Formerly item number 7

<sup>5</sup> Formerly item number 8



provide a repository, through a digital cloud, easily accessible to the OPAPRU and PIA.

2. Provide for the use of equipment, technical, and creative staff/services, and overall production requirements; and
3. Engage the services of communication suppliers that will handle the creative/production requirement of the activities in accordance with existing rules and regulations and other pertinent laws, rules, and regulations.

### III. Social Media and Digital Presence

1. Develop online presence utilizing the PCO website and social media accounts of the PCO and its attached agencies to disseminate communications materials; and
2. Create a social media team with PIA representatives and task the team to be responsible for the social media and digital communications activities.

### IV. Public Relations and Advocacy

1. Provide technical and consultancy services in the public relations activities in close coordination with the OPAPRU and PIA, including but not limited to the conduct of press briefings and crisis communications; and
2. Assist in the conduct of press briefings/press conferences and multi-sectoral fora/consultations in the regions targeted for the implementation of the strategic communications plan.

### V. Media Monitoring, Evaluation, and Feedback

1. Organize a monitoring team with OPAPRU and PIA to monitor data on the number of news pick-ups (through media meter), level of awareness of media on LPE and TP, and social media listening to fine tune the key messages of LPE and TP;
2. Conduct a mid-activity evaluation, together with the PIA, in support of the feedback mechanism and to set a benchmark for the post-activity evaluation; and
3. Conduct a post-activity evaluation as a basis for recommendation of future communication strategies and plans.

### VI. Financial and Project Monitoring Responsibilities

1. Acknowledge receipt of funds transferred from OPAPRU to cover the cost of the plan;
2. Submit to the OPAPRU operationalization timelines/plans for activities in the campaign;
3. Deposit all funds received from OPAPRU in trust account in the government depository bank;<sup>6</sup>

<sup>6</sup> Formerly item number 2



4. Transfer funds to the PIA, in accordance with the provisions of Section 3 (D) hereof.
5. Transfer funds to other agencies for the production of IEC materials, coverage, and dissemination of information about the project.
6. Manage, monitor, and execute, together with the OPAPRU and PIA, the implementation of the plan under this Agreement and ensure funding and completion of the plan and deliverables under Annex "A" of this Agreement;<sup>7</sup>
7. Submit to the OPAPRU a monthly liquidation report, as received by COA, on all expenses made in relation to the execution of activities under this Agreement including a monthly report of disbursements with a Report of Checks Issued (RCI) and Report of Disbursement (RD).
8. Monitor the implementation of the strategic communications engagement to ensure completion thereof as scheduled.
9. Submit to the OPAPRU a comprehensive accomplishment report at the end of the duration of this Agreement.<sup>8</sup>
10. Record the transfer, utilization, and liquidation, including the documentation for such transfer, in accordance with the rules and regulations set out in COA Circular No. 94-013 dated 13 December 1994 and COA Circular No. 2021-001 dated 14 June 2012,<sup>9</sup> and
11. Return to the OPAPRU any unutilized portion of disbursed transferred funds, including interest earned, if any, within ninety (90) days from the termination of the project

### C. The PIA

#### I. General Responsibilities

1. Undergo LPE, TP, and CSPP communications workshop provided by PCO and OPAPRU;
2. Lead the media orientation workshops on LPE and TPE across the target regions; and
3. Execute the entire communications plan and perform the deliverables under Annex "A" of this Agreement.

#### II. Production

1. Generate communications materials in coordination with the PCO per week per region.
2. Develop IEC materials in coordination with the PCO; and

<sup>7</sup> Formerly item number 5

<sup>8</sup> Formerly item number 7

<sup>9</sup> Formerly item number 9



3. Produce video documentation highlighting the success of the LPE and TP in target regions.

### III. Social Media and Digital Presence

1. Maintain a strong presence of LPE in social media through the production of several social media materials, the posting should be at least one per week per region.
2. Develop online presence utilizing the PIA website; and
3. Create a social media team with PCO representatives and task the team to be responsible for the social media and digital communications activities.

### IV. Media Monitoring, Evaluation, and Feedback

1. Produce a baseline survey to determine the level of awareness of the targeted audience and preferred media platforms;
2. Conduct a mid-activity evaluation, together with the PCO, in support of the feedback mechanism and to set a benchmark for the post-activity evaluation;
3. Conduct a post-activity evaluation as a basis for recommendation of future communication strategies and plans; and
4. Monitor the success of the media roll-out and recalibrate the joint project.

### V. Financial and Project Monitoring Responsibilities

1. Submit to the PCO operationalization and procurement timelines/plans for activities in the campaign.
2. Acknowledge receipt of funds transferred from PCO to cover the cost of the project;
3. Deposit all funds received from PCO in trust account in the government depository bank;
4. Utilize funds strictly in accordance with this Agreement and all its attachments.
5. Manage, monitor, and execute, together with the OPAPRU and PCO, the implementation of the plan under this Agreement and ensure completion of the plan and deliverables under **Annex "A"** of this Agreement;<sup>10</sup>
6. Submit to the PCO a comprehensive accomplishment report at the end of the duration of this Agreement;<sup>11</sup>
7. Monitor the implementation of the strategic communications engagement to ensure completion thereof as scheduled;<sup>12</sup>
8. Submit to the PCO a monthly liquidation report, as received by COA, on all expenses made in relation to the execution of activities under this Agreement

<sup>10</sup> Formerly item number 2

<sup>11</sup> Formerly item number 3

<sup>12</sup> Formerly item number 4



including a monthly report of disbursements with a Report of Checks Issued (RCI) and Report of Disbursement (RD).<sup>13</sup>

9. Record the transfer, utilization, and liquidation, including the documentation for such transfer, in accordance with the rules and regulations set out in COA Circular No. 94-013 dated 13 December 1994 and COA Circular No. 2021-001 dated 14 June 2012,<sup>14</sup> and
10. Return to the PCO any unutilized portion of disbursed transferred funds, including interest earned, if any, within forty-five (45) days from the termination of the project.<sup>15</sup>

## SECTION 2. DUTIES AND RESPONSIBILITIES OF THE PARTIES.

- A. The **PARTIES** shall create a Project Team composed of representatives from OPAPRU, PCO, and PIA which shall be responsible for the proper and effective day-to-day implementation and monitoring of the project.

The Project Team shall also resolve issues and concerns, and hear grievances that may arise from the implementation of the undertakings under this Agreement.

- B. The **PARTIES** shall be bound by an agreed Vetting Process, which will serve as the guidelines of the **PARTIES** for vetting of the materials to be produced under this Agreement. This Vetting Process shall include the timelines for the materials and lead time for requests, editorial limitations, and approval of articles and IEC materials.

## SECTION 3. FINANCIAL AND BUDGETARY REQUIREMENTS.

- A. This Agreement has the following approved budget sourced from **General Appropriations Act FY 2023 under OPAPRU amounting to Ten Million Pesos (Php 10,000,000.00)** and subject to the conditions set under COA Circular No. 2012-001 dated 14 June 2012. It covers expenses for the production of articles and IEC materials, public relations services, purchase and/or rental of equipment, supplies, and materials, coordination and communication expenses, digital subscription services, software licenses, professional fees of resource persons, transportation and traveling expenses within the Philippines, lease of venue expenses, accommodation expenses, hiring of project personnel, and other necessary expenses for the effective implementation of this Agreement.
- B. The total amount of **TEN MILLION PESOS (PHP 10,000,000.00)** shall be transferred to the PCO from the OPAPRU in full not later than thirty (30) days after the signing of this Amended Agreement and shall be considered as funds held in trust by the PCO.
- C. Out of the approved budget, the amount of **FOUR MILLION PESOS (PHP 4,000,000.00)** shall be considered as funds held in trust by the PCO. This amount shall cover any expenses necessary for the achievement of PCO's commitments and obligations under this agreement.
- D. The remaining amount of **SIX MILLION PESOS (PHP 6,000,000.00)** out of the approved budget shall be transferred to the PIA from the PCO not later than thirty

<sup>13</sup> Formerly item number 5

<sup>14</sup> Formerly item number 6

<sup>15</sup> Formerly item number 8



(30) days after the latter's receipt of the issued FY 2024 Notice of Cash Allocation (NCA) from the Department of Budget and Management (DBM). This amount shall be considered as funds held in trust by the PIA. This amount shall cover any expenses necessary for the achievement of PIA's commitments and obligations under this agreement.

- E. All disbursements and accounting for fund utilization shall be in accordance with pertinent COA rules and regulations and shall be required to be liquidated through submission of all necessary documents.<sup>16</sup>

#### **SECTION 4. LIMITATIONS IN THE USE OF THE FUNDS TRANSFERRED.**

In no case shall the funds transferred be utilized for the payment of additional compensation to personnel concerned in the form of allowances, incentive pay, bonuses, honorarium, or other forms of additional compensation, except as may be authorized by law or existing regulations, nor shall it be used to create new positions, to augment salaries of regular personnel or to fund any capital outlay project without prior approval of the OPAPRU and securing the necessary authorization document from the Department of Budget and Management.

#### **SECTION 5. EFFECTIVITY.**

This Agreement shall take effect until 31 December 2024, commencing on the date of signing, and may be extended upon the mutual agreement of the **PARTIES** through the execution of a supplemental agreement to that effect.

#### **SECTION 6. MODIFICATION AND AMENDMENT.**

Any modification/amendment to this Agreement shall be subject to the mutual consent of the **PARTIES**, provided that the same must be made in writing and in accordance with the original intent and purpose for which this Agreement was executed.

#### **SECTION 7. SEVERABILITY.**

Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder shall continue to be in full force and effect, and any of the **PARTIES** may renegotiate the terms affected by the severance.

#### **SECTION 8. OWNERSHIP.**

All documents, materials, outputs, and equipment such as laptops and cameras procured pertaining to this Agreement shall become and remain the property of the OPAPRU, including any and all work covered by the Intellectual Property Code and pertinent rules and regulations thereof. Such materials shall not be used without the express and written consent and approval of the OPAPRU.

#### **SECTION 9. CONFIDENTIALITY.**

- A. The **PARTIES** shall not, during the term of this Agreement and even after its expiration, disclose any confidential information relating to herein agreed terms and conditions except when the same is (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the receiving Party; (b) discovered or created by the receiving Party before disclosure by the disclosing

<sup>16</sup> Formerly letter D



Party; (c) learned by the receiving Party through legitimate means and sources other than the disclosing Party; and (d) necessary to be alleged or required to be disclosed in a judicial or administrative proceeding, or otherwise requested or required to be disclosed by law or regulation, provided that the receiving Party shall timely notify the disclosing Party of the required disclosure.

- B. In the event that any confidential information as contemplated in this Agreement be the subject of legislative inquiries, through the exercise of legislative oversight functions by the Philippine Congress, the matter shall likewise be referred to the proper government agency for its appropriate action.

#### **SECTION 10. NON-WAIVER OF RIGHTS.**

The failure of any of the **PARTIES** to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that Party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

#### **SECTION 11. ASSIGNMENT.**

Rights and interests arising from this Agreement may not be assigned, in whole or in part, by any of the **PARTIES** without the prior written consent of the other **PARTIES**.

#### **SECTION 12. BINDING EFFECT.**

This Agreement shall be binding on the **PARTIES** and their respective successors-in-interest.

#### **SECTION 13. TERMINATION.**

This Agreement may be terminated by the mutual consent of the **PARTIES** by serving a written notice at least five (5) working days prior to the intended date of termination, should any of the other **PARTIES** commit a clear breach of the terms and conditions of this Agreement or in case of failure to fulfill any of their duties and responsibilities as specified in the Agreement. The termination shall be effective ninety (90) days from the receipt of such notice.

In the event of such termination, the PCO shall immediately liquidate the funds transferred and return any unspent amount in accordance with all applicable government accounting and auditing laws, rules, and regulations.

#### **SECTION 14. SETTLEMENT OF DISPUTES.**

The **PARTIES** shall, as often as possible, mutually consult with each other with respect to the performance of their respective obligations under this Agreement. The **PARTIES** shall exert their best efforts to properly resolve any differences or disagreements with respect to any dispute that may arise in connection with this Agreement. However, if such disagreement or differences persist despite efforts of the **PARTIES** to settle the same, it is mutually agreed upon that the dispute shall be resolved pursuant to the Rules on Alternative Dispute Resolution (ADR) for Disputes between National Government Agencies.

#### **SECTION 15. COMPLIANCE WITH LAWS.**

All activities to be undertaken in the fulfillment of this Agreement shall be in compliance with pertinent government laws and regulations such as but not limited to Republic Act



No 9184, otherwise known as Government Procurement Reform Act, its Revised Implementing Rules and Regulations, and COA Circular No. 94-013 or the Rules and Regulations in the Grant, Utilization, and Liquidation of Funds Transferred to Implementing Agencies.

IN WITNESS WHEREOF, the PARTIES to this Agreement have hereto set their hands on the date and place stated above.

OFFICE OF THE PRESIDENTIAL  
ADVISER ON PEACE, RECONCILIATION  
AND UNITY

By:



CARLITO G. GALVEZ, JR.  
Secretary

PRESIDENTIAL COMMUNICATIONS  
OFFICE

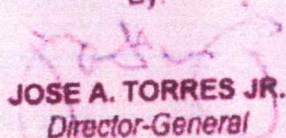
By:



ATTY. CHELOY E. VELICARIA-GARAFIL.  
MNSA  
Secretary

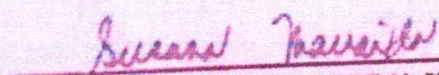
PHILIPPINE INFORMATION AGENCY (PIA)

By:



JOSE A. TORRES JR.  
Director-General

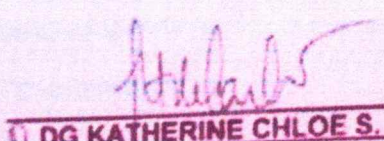
Signed in the presence of:



EDIR. SUSANA GUADALUPE H. MARCAIDA



ASEC. EVANGELINE Q. DE LEON



DG KATHERINE CHLOE S. DE CASTRO

Certifies as to the availability of funds

SHERY ANNE D. PADERON  
Accountant, OPAPR

The subject amount of P18,000,000  
has already been transferred to  
the Presidential Communication  
Office (PCO) last August 2012.  
Hence, no further certification  
of availability of funds is  
needed.



# ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES )  
CITY OF Pasig City ) S.S.

BEFORE ME, a Notary Public for and in Pasig City, DEC 22 2023  
came and appeared the following: personally

Name	ID No.	Issued in	Valid until
CARLITO G. GALVEZ JR.	TIN No. 137-007-082		
ATTY. CHELOY E. VELICARIA-GARAFIL, MNSA			
JOSE A. TORRES JR.	TIN No. 115-976-013	QUEZON CITY	

Known to me to be the same persons who executed the foregoing instrument, which they acknowledged to be their free and voluntary act and deed, consisting of \_\_\_\_\_  
(\_\_\_\_\_) pages, including this page in which this Acknowledgment is written, duly signed by them on each and every page hereof.

WITNESS MY HAND AND SEAL this DEC 22 2023 2023 at  
Pasig City, Philippines.

## NOTARY PUBLIC

*[Signature]*  
ATTY. JONAR M. NIZOLA  
NOTARY PUBLIC  
City of Pasig, San Juan and Pateros, Metro Manila  
216 Street 103 North, Block 3, Ortigues St., Pasig City  
Appointment No. 1523 (Valid Dec 31, 2024)  
SC. RPT. No. 010117/05/23/2023  
RPT. No. 039/2023/04/18/2023/1/16/ Manila 1  
PTR. No. 1541/78, 01/17/2023, Pasig City  
MCLE Bar Admission 2022

Doc. No. 223  
Page No. 43  
Book No. 2  
Series of 2023.



**DELIVERABLES UNDER THE STRATEGIC COMMUNICATIONS  
ENGAGEMENT FOR THE LOCALIZED PEACE ENGAGEMENT AND ITS  
TRANSFORMATION**

DELIVERABLES	BRIEF DESCRIPTION	SUGGESTED BUDGET
Conduct and fund the Localized Peace Engagement (LPE) and its Transformation Program (TP) and Conflict Sensitivity and Peace Promotion (CSPP) Communications Workshop in Metro Manila	<ul style="list-style-type: none"> <li>Air fares and hotel accommodation of PIA Regional Heads and Deputies to attend the communications workshop</li> <li>Media Orientation on LPE Strategic Communication Plan and its TP to PIA Regional Heads and Deputies</li> <li>Orientation on LPE and its TP</li> <li>Cascade the LPE Strategic Communication Plan to ensure that all PIA personnel are fully aware of the message discipline</li> <li>Ensure that the comms materials and the media roll-out follows the principles of CSPP</li> </ul>	2,000,000.00
Facilitate and lead the media orientation workshops on LPE and its TP across 13 regions (27 areas)	<ul style="list-style-type: none"> <li>The PIA will hold the media orientation in selected regions as well as in other priority areas identified by the LPE cluster. The orientation is a two-day activity which will include understanding the basics of LPE and TP.</li> </ul>	2,969,677.00
<p>Conduct a survey to determine the level of awareness of the targeted audience and preferred media platform</p> <p><i>Purpose</i></p> <p>(1) The level of awareness of the journalist about the LPE, before and after the orientation</p> <p>(2) Performance of the media roll-out (Issue monitoring about LPE)</p>	<ul style="list-style-type: none"> <li>Resource speakers to facilitate the training workshop and strategic planning on Conflict Sensitivity and Peace Promotion (CSPP) Communications for Information Officers of the Philippine Information Agency.</li> <li>Subscription to Statistical software for analysis of statistical data in order to organize, manipulate, and visualize data, and to test hypotheses and draw conclusions.</li> <li>Conduct a mid-activity evaluation, together with the PCO, in support of the feedback mechanism and to set a benchmark for the post-activity evaluation; and</li> <li>Conduct a post-activity</li> </ul>	<p>184,844.93</p> <p>371,875.00</p>

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Survey Monkey	<p>evaluation as a basis for recommendation of future communication strategies and plans;</p> <ul style="list-style-type: none"> <li>SurveyMonkey is a cloud-based survey platform that helps users create, send and analyze surveys. The tool also allows users to send surveys and check on results from a mobile device. SurveyMonkey's Team Premier plan allows survey sharing where people on a team can view, edit, or comment on surveys being conducted. It also uses machine learning to scan survey results and flag poor-quality responses.</li> </ul>	75,075.00
Creation of Project Management Office (PMO)	<ul style="list-style-type: none"> <li>Composed of nine (9) personnel (Project coordinator, editor, media content specialist, and other administrative personnel) who will coordinate with the regions, monitor the progress, and consolidate reports for the implementation of the project.</li> <li>The PMO will be under the direct supervision of the Presidential Communications Office.</li> <li>The contracts of the following personnel for the PMO shall be for 5 months: <ul style="list-style-type: none"> <li>1 Project Coordinator (SG18)</li> <li>2 Editors (SG15)</li> <li>3 Media Content Specialists (SG15)</li> <li>3 Writers (SG12)</li> </ul> </li> </ul>	1,579,076.00
To produce video documentation highlighting the success of the LPE and TP in the target areas (9 units)- 45,525.17	<p>DSLR Camera</p> <ul style="list-style-type: none"> <li>24.1MP APS-C CMOS Sensor</li> <li>Dual Pixel CMOS AF</li> <li>DIGIC 8</li> <li>3,975 selectable focus positions (Live View)</li> <li>Creative Assist, Creative Filters and Smooth Skin</li> <li>Eye Detection AF (One Shot &amp; Servo AF – Live View)</li> <li>EF-S 18-55mm f/4-5.6 IS STM Lens</li> </ul>	409,726.535

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<p>To ensure and maintain strong presence of LPE in social media through the productions of several social media materials (9 units)- 45,525.17</p>	<p>Laptop</p> <ul style="list-style-type: none"> <li>• Processor Core 4 core™</li> <li>• Screen Resolution (1920x1080) Standard Refresh Rate (60Hz)</li> <li>• 512GB SSD PCI Express Optical Drive Type</li> <li>• Processor Manufacturer AMD Processor Type Ryzen 5</li> <li>• Processor Model 7520U Processor Speed 2.80 GHz</li> </ul>	<p><b>409,728.535</b></p>
<p>Develop IEC materials and publish a year-end coffee table book for LPE (e.g. brochures and flyers)</p> <p>- Coffee table book in Digital format in cooperation with PCO</p>	<ul style="list-style-type: none"> <li>• The year-end coffee table book contains accomplishment reports of the LPE and TP to inform and engage with the general public.</li> <li>• The <u>PCO</u> will <u>provide through a service provider</u> several IEC materials for dissemination to inform the general public regarding the purpose of LPE and TP</li> </ul>	<p><b>2,000,000.00</b></p>
<p><b>Total</b></p>		<p><b>10,000,000.00</b></p>

*Proprietary*



