

**CONTRACT AGREEMENT**  
*Invitation to Bid No. IB25-416194-03*

THIS AGREEMENT made this MAY 20 day 2025 between the **DEVELOPMENT ACADEMY OF THE PHILIPPINES**, with principal office address at DAP Building, San Miguel Avenue, Pasig City, hereinafter called "**Entity**", and **UNI-ORIENT TRAVEL, INC.** with principal office address at Uni Orient Building, 447 Juan Luna St, Binondo, Manila, 1006 Metro Manila, hereinafter called "**Supplier**".

WHEREAS, the **Entity** invited Bids for certain goods and ancillary services, particularly "**PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING LEADERS TRACK OF CBILLS**" and has accepted a Bid by the **Supplier** for the supply of those goods and services in the sum of **THREE MILLION FOUR-HUNDRED EIGHTY-FIVE THOUSAND ONE-HUNDRED FOUR PESOS (PHP 3,485,104.00)**, 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.:
  - i. The Official Bidding Documents (OBDs) including its sections as follows:
    - a) Schedule of Requirements;
    - b) Technical Specifications;
    - c) Instructions to Bidders;
    - d) Bid Data Sheet; and
    - e) General and Special Conditions of Contract.
  - ii. The **Supplier'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 **Supplier's** bidding envelopes, as annexes, and all other documents submitted (e.g., the **Supplier's** response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the **Entity's** bid evaluation (**Annex A**);
  - iii. Performance Security (**Annex B**);
  - iv. Notice of Award of Contract; and the **Supplier's** conforme thereto (**Annex C**); and
  - v. Other contract documents that may be required by existing laws and/or the **Entity** in the PBDs. The Supplier agrees that additional contract documents or information prescribed by the Government Procurement Policy Board 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 this Agreement.
3. In consideration for the sum of **THREE MILLION FOUR-HUNDRED EIGHTY-FIVE THOUSAND ONE-HUNDRED FOUR PESOS (PHP 3,485,104.00)** inclusive of taxes and other charges, the **Supplier** agrees to supply "**ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING LEADERS TRACK OF CBILLS**" in accordance with its Bid.
4. The **Entity** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

A Certificate of Availability of Funds (CAF) duly signed by the Acting Department Manager III of the Finance Department of the **Entity** is attached hereto as **Annex "D"** and made an integral part of this Agreement.

**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.


For the **DEVELOPMENT ACADEMY  
OF THE PHILIPPINES ("Entity")**:

  
**MAGDALENA L. MENDOZA**  
*Officer-in-Charge*

For the **UNI-ORIENT TRAVEL, INC.  
("Supplier")**:

  
**WILSON G. TECHICO**  
*Vice President*


Signed in the presence of:

  
**IMELDA C. CALUEN**  
*Vice-President, Center for Governance*

  
**MA. FE S. GARCIA**  
*Corporate Sales Manager*

  
**CANDEE JANE K. LIM**  
*Travel Consultant Supervisor*

I hereby certify the availability of funds for this purpose:

  
**ANATALIA SD. BARAWIDAN**  
*Acting Department Manager III, Finance  
Development Academy of the Philippines*



ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES )  
CITY OF PASIG CITY): S.S.

BEFORE ME, on this \_\_\_\_\_ day of MAY 29 2025, \_\_\_\_\_ at PASIG CITY,  
personally appeared the following persons:

<b>WILSON G. TECHICO</b> Vice President Uni-Orient Travel Inc.	For the <b>Supplier</b> <ul style="list-style-type: none"><li>• ID No. <u>PA4292290 - PASSPORT</u></li><li>• Issued in <u>MARCH 30, 2022</u></li><li>• Valid until <u>MARCH 29, 2032</u></li></ul>
<b>MAGDALENA L. MENDOZA</b> Officer-in-Charge Development Academy of the Philippines	For the <b>Entity</b> <ul style="list-style-type: none"><li>• ID No. _____</li><li>• Issued in _____</li><li>• Valid until _____</li></ul>

who are known to me to be the same persons who executed the foregoing instrument and have both acknowledged to me that the same is their free and voluntary act and deed and that of the institutions they represent therein.

This instrument consisting of two (2) pages signed by the Parties on the left-hand margin of each page thereof and with their instrumental witnesses at the bottom of the same instrument on page "2", this page on which this Acknowledgment is written, and the attached Annexes "A", "B", "C", and "D", refers to a Contract Agreement for the Procurement of Goods executed for the purpose(s) therein set forth.

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

NOTARY PUBLIC:

**ALLAN MARCISO P. MACASAEY**  
Notary Public for and in the City of Pasig  
and Municipality of Pateros, Metro Manila  
December 31, 2025  
Appointment No. 38 (2024-2025)  
16/F, Unit 1602 The Centerpoint Bldg.,  
Julia Vargas Ave., Ortigas Center, Pasig City  
IBP No. 511586-12/27/2024-RSM  
PTR No. 3040309-01/03/2025-Pasig City  
Roll No. 42176

Doc No.: 321  
Page No.: 66  
Book No.: 137  
Series of 2025

## BID FORM

Issued by the GPPB through GPPB Resolution 16-2020, dated 16 September 2020

Date: May 9, 2025

Invitation to Bid No.: **IB25-416194-03**

### BIDS & AWARDS COMMITTEE

Development Academy of the Philippines

1<sup>st</sup> Floor, DAP Bldg., San Miguel Avenue, Pasig City 1600

Telephone: (632) 8631-0921 loc. 133

BAC Secretariat email: [dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph)

Website address: <https://www.dap.edu.ph>

Having examined the Bidding Documents, including the Supplemental or Bid Bulletin Numbers **IB25-416194-03**, the receipt of which is hereby duly acknowledge, we undersigned, offer to supply and deliver for the Contract: **"PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING LEADERS TRACK OF CBILLS"** with the said OBDs for the sum of: **THREE MILLION FOUR HUNDRED EIGHTY FIVE THOUSAND ONE HUNDRED FOUR & 00/100, and in figures PHP3,485,104.00** or the total calculated bid price as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to PHP373,404.00 (12% VAT), which are itemized herein or in the Price Schedules.

If our Bid is accepted, we undertake:

- to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the OBD;
- to provide a performance security in the form, amounts, and within the times prescribed in the OBD;
- to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period;

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:





有利東方旅遊有限公司

Uni-Orient TRAVEL, INC.

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
NONE	NONE	NONE

NOTE: if none, state "None"

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we complied with the eligibility requirements pursuant to the OBD.

The undersigned is authorized to submit the bid on behalf of *Uni-Orient Travel, Inc.* as evidenced by the attached *Secretary Certificate*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Yours sincerely,

**WILSON G. TECHICO**

VP, Business & Product Development

Uni-Orient Travel, Inc.

447 Juan Luna St. Binondo Manila 1006

(02) 8243 3888

[ea@uniorient.net](mailto:ea@uniorient.net)



Pasay Office: Tel: +632 908 8000 • loc. 7583

Manil Office: Tel: +632 243 3888 • Fax: +632 243 2523

Pasig Office: Tel: +632 705 2222 • Fax: +632 633 2677

Makati Office: Tel: +632 818-9585 • Fax: +632 818-9371

Cebu Office: Tel: +6332 253-1868 • Fax: +6332 253-6691



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**Philippine National Bank**  
AUTHORIZED DEPOSITORY OF THE REPUBLIC OF THE PHILIPPINES  
**TRADE FINANCE OPERATIONS DIVISION**

Nº 18043

Date: May 26, 2025  
SBLC No. 8005BBDP25000317

**DEVELOPMENT ACADEMY OF THE PHILIPPINES**  
1st Floor DAP Bldg., San Miguel Avenue,  
Pasig City 1600

PHILIPPINE NATIONAL BANK  
TRADE FINANCE CENTER  
**COPY ONLY**  
**NON-NEGOTIABLE**

Gentlemen:

TRADE FINANCE  
OPERATIONS  
DIVISION

PHP174,255.20



By order and for account of **UNI-ORIENT TRAVEL, INCORPORATED**, with business address at 447-448 Juan Luna Street, Binondo, Manila (hereinafter referred to as the "Applicant") we hereby issue our Irrevocable Standby Letter of Credit No. **8005BBDP25000317** (hereinafter referred to as the "Credit") in favor of yourselves (hereinafter referred to as the "Beneficiary") for an amount not exceeding **PHILIPPINE PESOS: ONE HUNDRED SEVENTY FOUR THOUSAND TWO HUNDRED FIFTY FIVE AND 20/100 ONLY (PHP174,255.20)** as guarantee for the full and prompt performance of the Applicant's obligations under the contract for the Procurement of One (1) Lot of Plane Tickets to Berlin, Germany for the Appropriations and Finance Emerging Leaders Track of CBILLS (IB No. IB25-416194-03) under Notice of Award dated May 19, 2025 (hereinafter referred to as the "Contract").

This Credit shall be available upon our receipt of your written demand, through your banker, accompanied by the following documents:

1. Original of this Credit and amendment(s) thereof, if any; and
2. Original Certification under oath signed by a duly authorized representative of the Beneficiary indicating the Credit number mentioned above and attesting to the fact that the Applicant, **UNI-ORIENT TRAVEL, INCORPORATED**, has failed to perform its obligations under the Contract.

The Beneficiary's Certification shall be final and conclusive.

This Credit expires on **May 25, 2026** at the counter of Philippine National Bank, Trade Finance Operations Division, 3<sup>rd</sup> Floor, PNB Financial Center, Pres. Diosdado Macapagal Blvd., Pasay City, Philippines, provided always that we reserve the right to discharge our obligations hereunder by payment in full of the undrawn portion of the Credit at any time on or before the expiry date whereupon this Credit shall automatically expire.

This Credit shall be governed and construed in accordance with the International Standby Practices, ISP98, International Chamber of Commerce Publication No. 590 and Philippine law. In the event of any inconsistency between the International Standby Practices, ISP98, International Chamber of Commerce Publication No. 590 and Philippine Law, the latter shall prevail.

We hereby undertake to honor demand for payment under and in compliance with the terms and conditions of this Credit.

**FOR: PHILIPPINE NATIONAL BANK**

  
**JANNIE MARIE C. DELOS SANTOS**  
Asst. Manager

  
**HOWARD E. MENESES**  
Manager





19 May 2025

**MS. MA. FE S. GARCIA**  
Corporate Sales Manager  
**UNI-ORIENT TRAVEL INC.**  
Juan Luna St. 447-448, Brgy. 287,  
Binondo City of Manila  
Email: [mariafegarcia@uniorient.com](mailto:mariafegarcia@uniorient.com)

## NOTICE OF AWARD

**TITLE: "PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO  
BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE  
EMERGING LEADERS TRACK OF CBILLS"**

**IB No.: IB25-416194-03 | ABC of PHP3,555,000.<sup>00</sup>**

Dear Ms. Garcia:

Greetings from the Academy!

We are pleased to notify you that the project above-cited is hereby awarded to **UNI-ORIENT TRAVEL INC.** with a total amount equivalent to **THREE MILLION FOUR HUNDRED EIGHTY-FIVE THOUSAND ONE HUNDRED FOUR PESOS (P3,485,104.00)** inclusive of all applicable government taxes, as the **Single Calculated and Responsive Bid (SCRB)**.

As such, you are hereby **required within ten (10) calendar days from the receipt of this Notice of Award (NOA), to formally enter into a contract with us, and to submit Performance Security in the form and the amount stipulated in Section IV. General Conditions of Contract, Clause 3, page 20 of the Official Bidding Documents as follows:**

Form of Performance Security	AMOUNT of Performance Security (Not less than the required % of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank; <u>or</u>	Five percent (5%) of the Bid or PHP174,255.20
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; <u>or</u>	Five percent (5%) of the Bid or PHP174,255.20
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the	Thirty percent (30%) of the Bid or PHP1,045,531.20


Form of Performance Security	AMOUNT of Performance Security (Not less than the required % of the Total Contract Price)
Insurance Commission as authorized to issue such security.	
<p><b>NOTE:</b> The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Development Academy of the Philippines, which shall be forfeited in the event it is established that <b>UNI-ORIENT TRAVEL INC.</b> is in default in any of its obligations under the contract. (<i>Section 39.3 of the 2016 Revised IRR of RA 9184</i>)</p> <p>The performance security shall remain valid until issuance by the Development Academy of the Philippines of the Certificate of Final Acceptance. (<i>Section 39.4 of the 2016 Revised IRR of RA 9184</i>)</p>	

Failure to enter into the said contract or to provide the Performance Security shall constitute sufficient grounds for cancellation of this Award and forfeiture of your Bid Security.

Very truly yours,

  
**MAGDALENA L. MENDOZA**  
Officer-in-Charge

Conforme:

  
**MS. MAIFE S. GARCIA**  
Corporate Sales Manager  
**UNI-ORIENT TRAVEL INC.**

Date: May 21, 2025





CAF NO: 25004

DATE: 5/27/2025

**CERTIFICATE AS TO AVAILABILITY OF FUNDS**

This is to certify that there is an available source of funds for:

PAYEE	UNI-ORIENT TRAVEL INC.
PARTICULARS	Procurement of One (1) Lot of Plane Tickets to Berlin, Germany for the Appropriations and Finance Emerging Leaders Track of CBILLS.
PCODE	CPGBP
CENTER	CFG
DURATION	3 calendar days upon receipt of the Notice to Proceed and shall be completed on 2 July 2025.
AMOUNT (In figures)	Php 3,485,104.00
AMOUNT (In words)	THREE MILLION FOUR HUNDRED EIGHTY-FIVE THOUSAND ONE HUNDRED FOUR PESOS ONLY.

This certification is being issued in compliance with Section 86 of PD 1445 and LOI no. 968.

*Anatalia S.D. Barawidan*  
ANATALIA SD. BARAWIDAN

Department Manager, Finance Department



29 May 2025

MS. MA. FE S. GARCIA  
Corporate Sales Manager  
UNI-ORIENT TRAVEL INC.  
Juan Luna St. 447-448, Brgy. 287,  
Binondo City of Manila  
Email: [mariafegarcia@uniorient.com](mailto:mariafegarcia@uniorient.com)

## NOTICE TO PROCEED

TITLE: "PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO  
BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE  
EMERGING LEADERS TRACK OF CBILLS"

IB No.: IB25-416194-03 | ABC OF PHP3,555,000.<sup>00</sup>

Dear Ms. Garcia:


Greetings from the Academy!

This Notice is hereby given to **UNI-ORIENT TRAVEL INC.** for the contract above-cited in the total amount of **THREE MILLION FOUR HUNDRED EIGHTY-FIVE THOUSAND ONE HUNDRED FOUR PESOS (P3,485,104.00)** inclusive of all applicable government taxes and other charges and with a contract duration of **three (3) calendar days** commencing upon your receipt and conforme of this Notice to Proceed.


Thus, you shall be responsible for performing the services under the Terms and Conditions of the Contract and in accordance with the provisions specified in the Official Bidding Documents.

Kindly acknowledge the receipt and acceptance of this Notice to Proceed by signing in the space provided below. Failure to do so shall constitute sufficient grounds for Cancellation of the Award, Forfeiture of the Performance Security, Termination of Contract, and a ground for Blacklisting.

Very truly yours,

  
MAGDALENA L. MENDOZA  
Officer-in-Charge

Conforme:

  
MS. MA. FE S. GARCIA  
Corporate Sales Manager  
UNI-ORIENT TRAVEL INC.

Date: May 29, 2025