



DEPARTMENT OF ENERGY

Energy Center, Rizal Drive cor. 34th St., Bonifacio Global City, Taguig

QUINTUPPLICATE

PURCHASE ORDER

PR No. 02-0151-2022-02-0022

Supplier : MASAYA STUDIO, INC. P.O. No. : 02-01-023
 Address : 3F EDE Building, 8192 Dr. A, Santos Avenue, San Dionisio, Parañaque City Date : 23-Mar-2022
 TIN : _____ Mode of Procurement : AMP-ND 53.9

Gentlemen: MR. ERICKSON BALIGAT | (02) 8562-8613, 0966-884-6644, 0945-221-3685 Reso No. 039 s. 2022
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : DEPARTMENT OF ENERGY, Energy Center, Rizal Dr., BGC, Taguig City Delivery Term : as per event's schedule
I.O. Bragado (GSD) | I.R. Balunday (EUMB-EPMPD) Payment Term : Payment will be process within 30 days upon completion of services, submission of all required documents & issuance of certificate of acceptance from the end-user. Payment is through List of Due and Demandable Accounts and Payable - Advice to Debit Account subject to current budget accounting and auditing rules.
 Date of Delivery : _____

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>PROCUREMENT OF SERVICES FOR THE DEVELOPMENT OF ENERGY EFFICIENCY & CONSERVATION STRATEGIC COMMUNICATION PLAN</p> <p>See attached Terms of Reference (TOR) and signed Service Agreement for details</p>			
				sub-total	₱244,000.00
				Less: 5% withholding tax	10,892.86
				2% EWT	4,357.14
				TOTAL	₱ 228,750.00

(Total Amount in Words) Two Hundred Twenty Eight Thousand Seven Hundred Fifty Pesos Only

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the underdelivered item/s.
This PO serves as the Notice to Proceed (NTP) when signed by the Supplier.

Conforme: JULIUS MICHAEL ALFARARZ Very Truly yours: PATRICK T. AQUINO, CESO III
 Signature over Printed Name of Supplier Signature over Printed Name of Authorized Official
May 01 22 Director, EUMB
 Date Designation

Fund Cluster : 03 ORS/BURS No. : _____
 Funds Available : ₱ 200,000.00 Date of the ORS/BURS: _____
 Amount : _____
AGUSTUS CESAR A. NAVARRO
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

SERVICE AGREEMENT

FIRST PARTY

This AGREEMENT, made and entered into this 30th of March 2022, by and between:

DEPARTMENT OF ENERGY – Main Office a Constitutional office of the Republic of the Philippines with office address at Energy Center, Rizal Drive Bonifacio Global City, Taguig City, Philippines 1632, represented by Director **PATRICK T. AQUINO, CESO III**, hereinafter referred to as the **FIRST PARTY**

- and -

SECOND PARTY

MASAYA STUDIO, INC. (MSI) with business address at 3rd floor, RPB Bldg. 8192 Dr. A Santos Ave., San Dionisio 1700 City of Paranaque, Philippines, represented by **MR. ERICKSON BALIGAT** hereinafter referred to as the **SECOND PARTY**;

WITNESSETH:

WHEREAS, the First Party is in need of the services below:

The specific Objectives are as follows:

- a. To develop a strategic communication plan;
- b. To develop key messages in enhancing public perception on EE&C,
- c. To develop visual communication tools such as, but not limited to, infographics, interactive content, motion graphic and other data visualization;
- d. To prepare information, education and communication materials including program-specific materials for target populations.

WITNESS


Scope of Work

- A. The Service Provider shall formulate a strategic communication plan.
- B. The Service Provider shall develop visual communication tools, such as;
- C. The Service Provider shall develop information, education and communication materials including program-specific materials for target populations, to include:
 - i. Sample Factsheets/Infographics/Posters; and
 - ii. Evaluation Tool;
- D. The Service Provider shall present the strategic communication plan to the EUMB

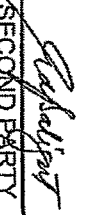
WITNESS

WHEREAS, the Second Party has signified his intention to provide the above services, which the First Party has accepted;

NOW, THEREFORE, for and in consideration of the foregoing, both Parties hereto agree that-

FIRST PARTY


1. **QUALIFICATIONS.** The Second Party: possesses (a) possesses the education, experience, and skills necessary to perform the job as described herein; (b) is not related within the third (3rd) degree of consanguinity or affinity to the hiring authority and/or a representative of the First party; and (c) has not been previously dismissed from government service by reason of an administrative offense.

SECOND PARTY


2. **SERVICES.** The Second Party is hereby contracted as **Procurement of Services for the Development of Energy Efficiency & Conservation Strategic Communication Plan**

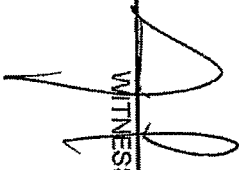
Responsibilities


The Service provider shall assume the following obligations:

- a. Work closely with EPMPD and determine communication requirements and implementation strategies;
- b. Identify approaches and implementation strategies;
- c. Designate project team to coordinate with EPMPD;
- d. Develop initial visual communication tools for the conduct of information, education and communication campaign;
- e. Ensure timely delivery of outputs to include progress reports and submit all deliverables EPMPD on schedule;
- f. Assign focal person/s to coordinate with the EPMPD; and
- g. Maintain the confidentiality of any related activity and information.

The DOE, through EUMB, shall assume the following obligations:

- a. Provide general supervision and direction;
- b. Organize inception meeting with the Service provider, charge to EUMB budget outside the contracted budget;
- c. Provide documents and other information for the development of Communication Plan;
- d. Review and evaluate all outputs of the Service Provide; and
- e. Facilitate payment upon the satisfaction of the desired outputs.

WITNESS


WITNESS


Deliverables and Timeliness

The Service Provider will start upon the Receipt of Notice of award and should be completed within 60 days.

Deliverables	Timeline
Submission of Inception Report which includes program activities desired outputs, and detailed calendar of activities	Within two (2) weeks from the receipt of Notice to Award
Communication Strategy / Plan with the following elements: a. Goals and Objectives; b. Stakeholders Mapping; c. Strategy Development; d. Creative Development e. Channel Development; and f. Evaluation Tool *Elements may change based on the gap analysis	Within two (2) weeks after the inception Report
Submission of all outputs including comprehensive report on the assessment of the overall project, as well as recommendations for future activities of the EUMB	Within four (4) weeks from the acceptance of all outputs.

Format of Submission

The Service Provider shall submit the following:

- a. 2-set of printed versions of all outputs; and
- b. 2 hard drives with all final outputs, including raw materials and footages along with the final report

Payment Terms

100% of the contract cost will be paid upon complete delivery and issuance of end-user's acceptance certificate and submission of complete documents. Payment is through List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and subject to usual government budgeting, auditing, and accounting procedures

FIRST PARTY

SECOND PARTY

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Ownership

All materials developed with this project shall be owned by DOE with exclusive rights on future use.

Terms

- Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of components and fluctuations in foreign change rates and excise duties.
- Payment will be released within the issuance of certificate of acceptance from the end user.

3. **WORK SCHEDULE.** The Second Party shall perform the above-mentioned work schedule and venue subject to such modified time and schedule as may be agreed upon by both parties.

4. **RENUMERATION**

Payment for the services rendered by the contractor, in total, shall be **Two Hundred Forty-Four Thousand Pesos only (Php 244,000.00)** which shall be charged to the Department of Energy through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated bank Transaction Fee.

Payment Schedule:

Full payment will be processed after the full delivery of the project.

5. **TERM.** The Second Party shall perform the above work upon receiving the signed service agreement.

6. **RELATIONSHIP.** This agreement shall not give rise to an employer-employee relationship between the parties. The services of the Second Party shall not be covered by Civil Service rules and shall not be creditable as government service.

7. **CONFIDENTIALITY.** All information or data disclosed to or received by the Second Party during his or her work at the DOE shall be strictly confidential.

8. **UNDERTAKING.** The Second Party undertakes to perform his or her work in a professional and satisfactory manner, and that reasonable care and diligence shall be exercised in performing the same.

FIRST PARTY

SECOND PARTY

WITNESS

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9. **TERMINATION.** This Agreement may be pre-terminated by either party for violation of any of the terms and conditions herein specified or for any justifiable reason, by giving written notice at least fifteen (15) days prior to the intended date of termination.

10. **PAYMENT.** Will be coming from DOE through LDDAP.

For the DEPARTMENT OF ENERGY:

For the MASAYA STUDIO, INC.:



DIRECTOR PATRICK T. AQUINO
CESO III
FIRST PARTY




MR. ERICKSON A. BALIGAT
MASAYA STUDIO, INC.
SECOND PARTY

WITNESSES:



Mr. Jimwei B. Balunday



Mr. Hans Jason Pagaduan



MASAYA STUDIO, INC.

SEC Reg.: 2021050013958-25

3rd Floor RPB Bldg., 8192 Dr. A Santos Ave.,
San Dionisio 1700 City Paranaque

Contact Us:

HP: (63) 0966.884.6644 / (63) 945.221.5685

Landline: (632)8562.8613

Email: masaya.studio.inc@gmail.com

May 25, 2022

Department of Energy

Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

Dear Sir/ Madam,

Good day!

This is to authorized **Mr. JULIUS MICHAEL ALFARAZ** to collect the Purchase Order (P.O.) under the Procurement of Services for the Development of Energy Efficiency and Conservation Strategic Communication Plan. He will Present a copy of his Identification Card for authentication.

Many thanks!


Mr. Erickson Baligat
Business Development Manager
Masaya Studio Inc.
0945.221.5685

