



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Elliptical Road, Diliman, Quezon City 1101 Philippines
Tel. Nos.: (02) 8928-4501 to 09 Fax No.: (02) 8926-7631
<http://www.pca.da.gov.ph>

NOTICE OF AWARD

25 September 2020

MR. CHRISTIAN PETER EMMANUEL P. ZAENS

Executive Director

INSTITUTE FOR SOLIDARITY IN ASIA (ISA)

14th Floor Trident Tower,

312 Sen. Gil Puyat Avenue,

Makati City

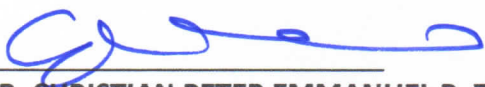
Dear **Mr. Zaens:**

Please be informed that the proposal you submitted for the PGS Certification of the PCA Transformation Roadmap in the amount of **TWO HUNDRED EIGHTY EIGHT THOUSAND FOUR HUNDRED FIFTY ONE PESOS** (Php288,451.00) is hereby accepted.

Very truly yours,


BENJAMIN R. MADRIGAL, JR.
Administrator

Conforme:


MR. CHRISTIAN PETER EMMANUEL P. ZAENS

DATE: Oct. 2, 2020

"A food-secure Philippines with prosperous farmers and fisherfolk"



**CONTRACT AGREEMENT FOR PERFORMANCE GOVERNANCE SYSTEM (PGS) CERTIFICATION OF
THE PCA TRANSFORMATION ROADMAP THROUGH DIRECT CONTRACTING**

KNOW ALL MEN BY THESE PRESENTS:

This AGREEMENT executed this OCT 19 2020 day of 2020, by and between:

PHILIPPINE COCONUT AUTHORITY; a government-owned and controlled corporation created and existing under P.D. 1468, as amended, with office address at Elliptical Road, Diliman, Quezon City and herein represented by its **Administrator BENJAMIN R. MADRIGAL, JR.**, hereinafter referred to as the **"PCA"**.

and

INSTITUTE OF SOLIDARITY IN ASIA (ISA), a private company duly registered and existing under the laws of the Republic of the Philippines with business office at 312 Sen. Gil J. Puyat Ave., Makati, Metro Manila represented by **MR. CHRISTIAN PETER EMMANUEL P. ZAENS**, herein referred to as the **"ISA"**.

WITNESSETH:

WHEREAS, the PCA seeks to procure the PGS Certification of the PCA Transformation Roadmap for the implementation of the PGS and in order to deliver its expected roles and responsibilities as the central authority for the Philippines' coconut industry;

WHEREAS, the Institute for Solidarity in Asia (ISA) is the sole owner and exclusive service provider of the PGS in the Philippines with Intellectual Property Registration No. 4-2010-014072 and Certificate of Copyright Registration No. 0-2014-00508;

WHEREAS, the CO BAC resolved to recommend the procurement of PGS Certification for the PCA Transformation Roadmap through Direct Contracting to ISA through CO BAC Resolution No. 07, Series of 2020 as hereto attached as Annex "A", which was consequently, approved by the Head of the Procuring Entity;

NOW THEREFORE, premises considered, the parties hereto have mutually agreed as follows:

The following documents shall be deemed to form and be read and construed as part of this agreement, viz:

- | | |
|--|-------------|
| a. Terms of Reference (TOR) with Conformity of ISA | - "Annex B" |
| b. Intervention and Financial Proposal of ISA | - "Annex C" |
| c. Eligibility Requirements | - "Annex D" |

ARTICLE I
SCOPE OF WORK

ISA shall:

1. Refine PCA's basic governance documents based on inputs from various stakeholders;
2. Guide PCA in cascading its strategy down to all operating and support units of the organization;
3. Capacitate PCA to ensure that PCA will progress to being PGS-certified;
4. Act as key resource persons during PGS-related activities;
5. Provide guidelines for the preparatory work and program design for the interventions; and
6. Give guidance on the cleaning up and finalization of outputs from the interventions.

ISA shall cover the conduct of four (4) interventions, as follows:

- 1. PGS Coaching
During PGS Coaching, PCA will be further guided in crafting their basic governance documents. These sessions will cover a wide array of topics including, but not limited to, better articulation of deliverables, OSM management, and cascade of strategy to units. The agenda of the PGS coaching will be determined based on the needs of the organization.
- 2. Organizational Assessment
The organizational assessment will gauge the readiness of the PCA for the Initiation Stage by assessing the maturity of the organization per PGS element. This process will allow the organization to establish baselines and identify the next steps the PCA should undertake in its bid for Initiation.
- 3. Initiation Pre-Revalida
A run-through of the revalida presentation will be conducted for the organization. A panel will critique PCA's progress in managing its strategy and provide inputs as to how PCA's revalida materials can be further enhanced.
- 4. Revalida
The organization presents its Initiation Stage progress and outputs to a specially convened panel of stakeholders, industry experts and governance practitioners. Passing the revalida will entitle PCA to be conferred the PGS Initiated status.

Deliverables / Interventions of ISA shall include:

Deliverables / Interventions	Timeline
1. Refined Basic Governance Documents for the Initiated Status	30 calendar days upon signing of contract
2. Established baselines and recommend interventions	30 calendar days after #1.
3. Conduct of mock revalida	30 calendar days after #2.
4. PGS Certification	6 months upon signing of the contract
5. Intervention Reports	10 calendar days after each intervention

ISA agrees to furnish the PCA all such documents, data and information as may be necessary arising from the delivery and receipts of the services by the PCA or its duly authorized representatives as may be required by PCA, for purposes of monitoring and ensuring the deliveries and acceptance have been complied with in accordance with the provisions of the terms and conditions of the contract to the satisfaction of all parties and to facilitate the timely payments of the contract price of part thereon due and demandable thereon.

ARTICLE II
CONTRACT AMOUNT

The PCA hereby covenants to pay ISA the amount of **TWO HUNDRED EIGHTY EIGHT THOUSAND FOUR HUNDRED FIFTY ONE PESOS (Php288,451.00)**, inclusive of applicable twelve percent (12%) VAT upon faithful compliance with terms and conditions and in the manner prescribed by this contract agreement.



ARTICLE III
TERMS OF PAYMENT

Payment shall be made in phases with the following schedule:

Amount	Timeline
25% of contract price	Within two (2) weeks after the completion of the refined Basic Governance Documents
25% of contract price	Within two (2) weeks after the submission of report on organizational assessment
25% of contract price	Within two (2) weeks after the submission of the intervention report as a result of the conduct of Pre-Revalida
25% of contract price	Within two (2) weeks after the issuance of certification

No other incidental expenses and reimbursable cost shall be charged to PCA if the intervention/s shall be done thru online or other videoconferencing platforms.

ARTICLE IV
INSTITUTIONAL ARRANGEMENTS

ISA shall report directly to the PCA Administrator through the Head of the PCA Corporate Planning Service (CPS).

ARTICLE V
LIQUIDATED DAMAGES

If ISA fails to satisfactorily deliver any or all of the Goods/services within the delivery period specified in the Terms of Reference herein attached as Annex "B", from receipt of the Notice to Proceed, inclusive of duly granted time extensions, if any, the PCA shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages for every day of delay, at least equal to one-tenth of one percent (0.10%) of the cost of the delivered price of delayed Goods/services or part thereof of delay until actual delivery.

IN WITNESS HEREOF, 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.

PHILLIPPINE COCONUT AUTHORITY

By:


BENJAMIN R. MADRIGAL, JR.
Administrator

INSTITUTE OF SOLIDARITY IN ASIA (ISA)

By:


CHRISTIAN PETER EMMANUEL P. ZAENS
Authorized Representative

Signed in the presence of:


LUIS CARLOS L. MARTINEZ

ACKNOWLEDGEMENT

Republic of the Philippines)

CITY OF MANILA
S.S.

CITY OF MANILA
BEFORE ME, as Notary Public for and in _____, personally appeared **BENJAMIN R. MADRIGAL, JR.**, Administrator and authorized representative of the Philippine Coconut Authority, with ID No. _____, and **CHRISTIAN PETER EMMANUEL P. ZAENS**, authorized representative of Institute of Solidarity in Asia (ISA) with ID No. _____, both known to me and to me known as the same persons who executed the foregoing Contract Agreement for PGS Certification of PCA Transformation Roadmap and they acknowledged to me that the same is free and voluntary act and deed of the principals they respectively represent. OCT 19 2020

WITNESS MY HAND AND SEAL this _____ day of _____ 2020.

Notary Public

Doc. No. 1;
Page No. 2;
Book No. 11;
Series of 2020.

~~ATTY. HENRY D. ATAGA~~
NOTARY PUBLIC CITY OF MANILA
UNTIL DECEMBER 31, 2020
NOTARIAL COMMISSION 2020-097 MLA
IBP NO. 100920-01/03/2020, PASIG
PTR NO. 9124087 - 01/03/2020 MLA
ROLL NO. 29679, TIN: 172-528-620
(21) MCLE COMPL. NO. VII-0000165
URBAN DECA HOME MANILA, B-2, UNIT 355



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NOTICE TO PROCEED

9 October 2020

MR. CHRISTIAN PETER EMMANUEL P. ZAENS

Executive Director

INSTITUTE FOR SOLIDARITY IN ASIA (ISA)

14th Floor Trident Tower,
312 Sen. Gil Puyat Avenue,
Makati City

Dear **Mr. Zaens**:


The attached Contract for the PGS Certification of the PCA Transformation Roadmap having been approved, notice is hereby given to Institute for Solidarity in Asia (ISA) that the delivery of service will commence immediately after receipt of this Notice to Proceed.

You are responsible for performing the services under the terms and conditions of the Contract and in accordance with the implementation schedule.

Very truly yours,


BENJAMIN R. MADRIGAL, JR.
Administrator

Conforme:


MR. CHRISTIAN PETER EMMANUEL P. ZAENS

DATE: 10/19/2020

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