



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
3rd Floor MWSS Administration Building, Katipunan Avenue
Balara, Quezon City
Tel. Nos. (02) 34363779 / (02) 79782044 • Fax No. (02) 34364475
www.ogcc.gov.ph
records@ogcc.gov.ph

NOTICE OF AWARD

20 June 2023

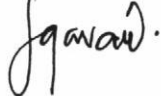
M^c. JEREMIE GARIANDO
Sophie's Information Technology Services
Unit 6 Ink Centre, Gen. Luna St.
Brgy. 10, Lipa City, Batangas
Contact Number: 0968.853.5295
jemie@sitesphil.com

Dear M^c. Gariando:

We are pleased to inform you that your quotation for the “**Document Digitization Service (Scanning and Indexing of the OGCC Case Records for 2015-2020)**”, for the Office of the Government Corporate Counsel with a Total Contract Price of EIGHT HUNDRED TWENTY-EIGHT THOUSAND EIGHT HUNDRED PESOS (PhP828,800.00) is hereby accepted.

Very truly yours,


ROGELIO V. QUEVEDO
Government Corporate Counsel *mr*

Conforme: 

M^c. JEREMIE GARIANDO
Sophie's Information Technology Services
Unit 6 Ink Centre, Gen. Luna St.
Brgy. 10, Lipa City, Batangas
Contact Number: 0968.853.5295
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Date Received: June 20, 2023

.....committed to uphold justice
under the rule of law



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CONTRACT

JUN 21 2023

THIS CONTRACT made this ____ day of ____ 20____ between the **Office of the Government Corporate Counsel (OGCC)**, represented by the Head of the Procuring Entity, Government Corporate Counsel Rogelio V. Quevedo and **Sophie's Information Technology Services (SOPHIE)**, represented by Mr. Jeremie Gariando, duly authorized for this purpose under a Special Power of Attorney (Annex "A") executed by SOPHIE's sole proprietor Richelle Ann Zamora;

WHEREAS, OGCC requested quotations for the "**Document Digitization Service (Scanning and Indexing of the OGCC Case Records for 2015-2020)**" and has accepted the quotation by SOPHIE for the performance of such service in the sum of **Eight Hundred Twenty-Eight Thousand Eight Hundred Pesos (PhP828,800.00)** (hereinafter called "the Contract Price").

WHEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the Terms of Reference (ToR) and the Request for Quotation (RfQ) referred to.
2. The following documents shall be deemed to form and be read and construed as integral part of this Contract, *viz.*:
 - i. RfQ and ToR;
 - ii. SOPHIE's quotation, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 - iii. Notice of Award of Contract, and SOPHIE's conforme thereto; and
 - iv. Other contract documents that may be required by existing laws and/or the OGCC. SOPHIE agrees that additional contract documents or information prescribed by the GPPB 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 the Contract.
3. In consideration of the Contract Price, SOPHIE agrees to perform the document digitization service in accordance with its quotation and the ToR.

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4. The OGCC agrees to pay the above-mentioned sum in accordance with the terms of the RfQ.

IN WITNESS whereof, the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

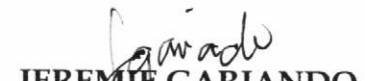
**OFFICE OF THE GOVERNMENT
CORPORATE COUNSEL**

**SOPHIE'S INFORMATION
TECHNOLOGY SERVICES**

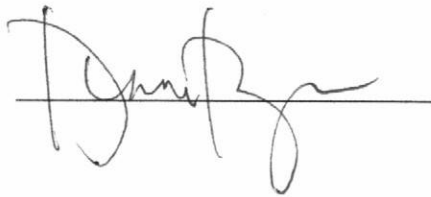
By:

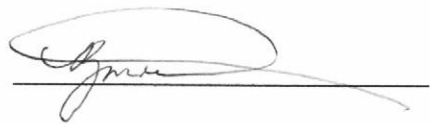

ROGELIO V. QUEVEDO
Government Corporate Counsel
Head of the Procuring Entity

By:


JEREMIE GARIANDO
Authorized Representative

SIGNED IN THE PRESENCE OF:





As to Availability of Funds:


RYAN JOSEPH C. RODRIGUEZ
Supervising Administrative Officer



ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in QUEZON CITY, on this JUN 30 2023, personally appeared:

Name	Competent Evidence of Identity	Date and Place of Issue
ROGELIO V. QUEVEDO	PROF. DRIVER'S LICENSE NO. NO2-75-030498	
JEREMIE GARIANDO	01112353	06/30/23

known to me and to me known to be the same persons who executed the foregoing Contract, consisting of three pages, including this page on which the Acknowledgment is written, and acknowledged to me that the same is their free and voluntary act and deed and that of the entities they each represent.

WITNESS MY HAND AND SEAL in the place and on the date mentioned above.

Doc. No.: 423;
Page No.: 86;
Book No.: 41;
Series of 2023.

M. Damian
ATTY. MARY CATHERINE A. DAMIAN
Notary Public for Quezon City until 12-31-24
Per Adm. No. NP-54 (2023-2024)
Unit 9 Bldg. 2, Aracia Support Area, Lumbini Ave., U.P. Villamary-Quezon City
IBP# 268565-288506; 01/16-2023 for 2023 & 2024; QC Chapter
PTR# 4085029D; 01-06-2023; QC
Roll No.43243; MCLE Compliance No. VII-0517510; 05-11-2022 Pasig City



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NOTICE TO PROCEED

22 June 2023

M^{rs}. JEREMIE GARIANDO
Sophie's Information Technology Services
Unit 6 Ink Centre, Gen. Luna St.
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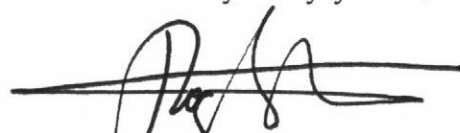

Dear M^{rs}. Gariando:

The attached Contract/Purchase Order having been approved, notice is hereby given to **SOPHIE'S INFORMATION TECHNOLOGY SERVICES** that the "**DOCUMENT DIGITIZATION SERVICE (SCANNING AND INDEXING OF THE OGCC CASE RECORDS FOR 2015-2020)**", may commence upon receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the Terms and Conditions of the Contract.


Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Office of the Government Corporate Counsel.

Very truly yours,


ROGELIO V. QUEVEDO,
Government Corporate Counsel


I acknowledge receipt of this Notice on June 30, 2023.

Name of the Representative of the Bidder: **M^{rs}. JEREMIE GARIANDO**

Authorized Signature: 

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