



Taft Ave. cor. Ayala Blvd., Ermita, Manila

(+632) 5317-1768 loc. 731

bac.secretariat@pnu.edu.ph

NOTICE TO PROCEED

Ms. KAMILLE T. BUBAN
Innove Communications, Inc.
26F The Globe Tower, 32nd Street corner 7th Ave.
Bonifacio Global City, Taguig
09175882198
ktbuban@globe.com.ph

Date: July 07, 2025

Dear Ms. Buban:

Following the approval of the attached Contract, this notice serves to inform you that you may now proceed with the project titled "**Supply and Delivery of Licenses for the Online Office Suite (Cloud Computing, Productivity and Collaboration Tools, Software, and Products) of Philippine Normal University**," effective upon receipt of this notice.

Upon acknowledging receipt, you are required to perform the services outlined in the Agreement and in accordance with the Implementation Schedule.

Please confirm your receipt and acceptance of this notice by signing both copies in the designated spaces below. Kindly retain one copy for your records and return the other to the Chair of the Bids and Awards Committee.

We look forward to your prompt action in moving the project forward.

Very truly yours,
By Authority of the Board of Regents

BERT J. TUGA
President

I acknowledge receipt of this Notice on (date of receipt) JULY 11, 2025

Name of the Representative of the Bidder: KAMILLE TUazon - BUBAN

Authorized Signature:

(All documents without PNU QS Stamp or Control Identifier are uncontrolled)



Lead Convener



Founder & Permanent Secretariat





Republic of the Philippines
PHILIPPINE NORMAL UNIVERSITY
Taft Avenue, Manila

PROJECT: Supply and Delivery of Licenses for the Online Office Suite (Cloud Computing, Productivity and Collaboration Tools, Software, and Products) of Philippine Normal University

CONTRACT NO: 25-06-0178

MARK LOUIE C. BINUYA
WITNESS

STELLA CHRISTINE D. DIZON
SUPPLIER

LORD NINO A. VERGARA
PFA

BERT J. TUGA
PRESIDENT

CONTRACT AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

THIS AGREEMENT, made the JULY 11 2025, 2025 between the **PHILIPPINE NORMAL UNIVERSITY (PNU)** of the Philippines represented herein by its President Dr. BERT J. TUGA, with Office address at PNU, Taft Avenue, City of Manila, hereinafter called the **"ENTITY"** of the one part and **INNOVE COMMUNICATIONS, INC.** represented by its Authorized Signatory, **Ms. STELLA CHRISTINE D. DIZON**, duly organized and existing by virtue of the laws of the Republic of the Philippines with office address at 26F The Globe Tower, 32nd Street corner 7th Ave. Bonifacio Global City, Taguig, hereinafter called the **"SUPPLIER"** of the other part.

WHEREAS, PNU, through the Management Information System Office (MISO), intends to procure licenses for an Online Office Suite encompassing cloud computing, productivity and collaboration tools, software, and related products to enhance the university's digital infrastructure and support its academic and administrative functions;

WHEREAS, an Online Office Suite refers to a comprehensive suite of cloud-based software applications that facilitate word processing, spreadsheets, presentations, email, calendar management, file storage, and real-time collaboration, accessible via the internet and designed to improve efficiency and communication within the university community;

WHEREAS, the procurement of such licenses aims to provide faculty, staff, and students with access to modern tools that support remote work, online learning, and collaborative projects, aligning with the university's commitment to digital transformation and innovation in education;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, *viz.*, **Supply and Delivery of Licenses for the Online Office Suite (Cloud Computing, Productivity and Collaboration Tools, Software, and Products) of Philippine Normal University (GD 2025-05-062)** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Two Million Six Hundred Sixty Thousand Five Hundred Eighty pesos (₱ 2,660,580.00)**, 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.:*
 - (a) Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any



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(b) Winning bidder'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 Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

(c) Performance Security;

(d) Notice of Award of Contract; and the Bidder's conforme thereto; and

(e) Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder 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 for the sum of **Two Million Six Hundred Sixty Thousand Five Hundred Eighty pesos (₱ 2,660,580.00)** or such other sums as may be ascertained, **Innove Communications, Inc.** agrees to **Supply and Delivery of Licenses for the Online Office Suite (Cloud Computing, Productivity and Collaboration Tools, Software, and Products)** of Philippine Normal University in accordance with his/her/its Bid.

4. **The Philippine Normal University** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

WHEREAS, the **CONTRACTOR** has offered his services to **ENTITY** and the latter is willing to accept the services of the former under such terms and conditions prescribed under this contract.

WHEREAS, the following documents, hereinafter referred to as Contract Documents, shall be deemed integral parts of this Contract, as fully as if hereto attached or herein stated, and shall continue to govern and control in full force and effect, the rights and obligations of the parties as if the documents were set forth in full, except as otherwise modified by mutual agreement in writing of both parties, to wit;

Annex "A" Settlement of Disputes

Annex "B" Termination of Contracts

This Agreement becomes binding and valid upon approval by the proper authorities.

MARK LOUIE C. BINUYA
WITNESS

STELLA CHRISTINE D. DIZON
SUPPLIER

LORD NICOLAS V. VERGARA
VPFA

BERT J. TUGA
PRESIDENT



Republic of the Philippines
PHILIPPINE NORMAL UNIVERSITY
Taft Avenue, Manila

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.

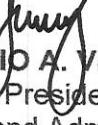
INNOVE COMMUNICATIONS, INC.

REPUBLIC OF THE PHILIPPINES
PHILIPPINE NORMAL UNIVERSITY


STELLA CHRISTINE D. DIZON
Authorized Signatory

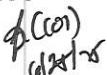

BERT J. TUGA
President


MARK LOUIE C. BINUYA
Witness


LORDINIO A. VERGARA
Vice President for
Finance and Administration
Witness

CERTIFICATION AS TO AVAILABILITY OF FUNDS


ARGEA LINN P. PALABRICA
Accountant III


(Co)
6/21/06



Republic of the Philippines
PHILIPPINE NORMAL UNIVERSITY
Taft Avenue, Manila

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public this JUL 11 2025 2025 at the City of Manila, personally appeared:

Name	Gov't. ID No./CTC	Issued On/At
1. BERT J. TUGA	PBM126JB B	Jul 18, 2019 Manila
2. STELLA CHRISTINE D. DIZON		

Known to me and to me known to be the same persons who executed the CONTRACT together with the ANNEXES consisting of seven (7) pages including this page of acknowledgement and they acknowledged to me that the same is their free and voluntary act and deed, as well as the free act and deed of the entities they represent respectively.

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

NOTARY PUBLIC
Until 31 December 2025
PTR No. _____

Doc No. 413
Page No. 94
Book No. xxi
Series of 2025

ATTY. HENRY O. DASA
NOTARY PUBLIC CITY OF MANILA
APPOINTMENT 097 12/31/2025 MLA.
IBP NO. 512938 10/17/2025 PASIG
PTR NO. 2256551 03/26/2025 MLA.
ROLL NO. 29679, TIN NO. 172-528-620
MCLE COMP NO. V1-000097-145451 UNTIL A. ... 2025
2629 TAFT AVENUE MALATE MLA.



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Taft Avenue, Manila

ANNEX A: SETTLEMENT OF DISPUTES

Arbitration

If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation of the contract covered by the Act and this IRR, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

Any and all disputes arising from the implementation of a contract covered by the Act and this IRR shall be submitted to arbitration in the Philippines according to the provisions of R.A. 876, otherwise known as the "Arbitration Law" and R.A. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004": Provided, however, that disputes that are within the competence of the Construction Industry Arbitration Commission to resolve shall be referred thereto. The process of arbitration shall be incorporated as a provision in the contract that will be executed pursuant to the provisions of the Act and this IRR: Provided, further, that by mutual agreement, the parties may agree in writing to resort to other alternative modes of dispute resolution.

Appeals

The arbitral award and any decision rendered in accordance with the foregoing Section shall be appealable by way of a petition for review to the Court of Appeals. The petition shall raise pure questions of law and shall be governed by the Rules of Court.

[Signature]
MARK LOUIE C. BINUYA
WITNESS

[Signature]
STELLA CHRISTINE D. DIZON
SUPPLIER

[Signature]
LORDINIO A. VERGARA
VPA

[Signature]
BERT J. TUGA
PRESIDENT



ANNEX B: TERMINATION OF CONTRACTS

GROUNDS FOR TERMINATION OF CONTRACTS

A. Termination for Default

The Procuring Entity shall terminate a contract for default when any of the following conditions attend its implementation:

- a) Due to the Contractor's fault and while the project is on-going, it has incurred negative slippage of fifteen percent (15%) or more in accordance with Presidential Decree 1870;
- b) Due to the Contractor's fault and after the contract time has expired, it has incurred a negative slippage of ten percent (10%) or more in the completion of the work; or
- c) The Contractor:
 - i. abandons the contract works, refuses or fails to comply with a valid instruction of the Procuring Entity or fails to proceed expeditiously and without delay despite a written notice by the Procuring Entity;
 - ii. does not actually have on the project site the minimum essential equipment listed on the Bid necessary to prosecute the Works in accordance with the approved work plan and equipment deployment schedule as required for the project;
 - iii. does not execute the Works in accordance with the contract or persistently or flagrantly neglects to carry out its obligations under the contract;
 - iv. neglects or refuses to remove materials or to perform a new work that has been rejected as defective or unsuitable; or
 - v. sub-lets any part of the contract works without approval by the Procuring Entity.

B. Termination for Convenience

The Procuring Entity may terminate the Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.

C. Termination for Insolvency

The Procuring Entity shall terminate the contract if the Supplier/Contractor/Consultant is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier/Contractor/Consultant, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier/Contractor/Consultant.

MARK LOUIE C. BINUYA
WITNESS

STELLA CHRISTINE D. DIZON
SUPPLIER

LORDINIO A. VERGARA
WFA

BERT J. TUGA
PRESIDENT



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PHILIPPINE NORMAL UNIVERSITY
Taft Avenue, Manila

D. Termination for Unlawful Acts

The Procuring Entity may terminate the contract in case it is determined *prima facie* that the Supplier/Contractor/Consultant has engaged, before or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

- a) Corrupt, fraudulent, collusive and coercive practices;
- b) Drawing up or using forged documents;
- c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
- d) Any other act analogous to the foregoing.

E. Termination by Contractor/Consultant

The Contractor may terminate its contract with the Procuring Entity if the works are completely stopped for a continuous period of at least sixty (60) calendar days through no fault of its own, due to any of the following reasons:

- a) Failure of the Procuring Entity to deliver, within a reasonable time, supplies, materials, right-of-way, or other items it is obligated to furnish under the terms of the contract; or
- b) The prosecution of the work is disrupted by the adverse peace and order situation, as certified by the Armed Forces of the Philippines Provincial Commander and approved by the Secretary of National Defense.

MARK LOUIE C. BINUYA
WITNESS

CHRISTINE D. DIZON
SUPPLIER

LORD NINO A. VARGARA
VPEA

BERT J. TUGA
PRESIDENT



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NOTICE OF AWARD

June 18, 2025

Ms. KAMILLE T. BUBAN
Innove Communications, Inc.
26F The Globe Tower, 32nd Street corner 7th Ave.
Bonifacio Global City, Taguig
09175882198
ktbuban@globe.com.ph

Dear Ms. Buban:

We are pleased to inform you that, following the findings of the Bids and Awards Committee, the contract for the **Supply and Delivery of Licenses for the Online Office Suite (Cloud Computing, Productivity and Collaboration Tools, Software, and Products) of Philippine Normal University** is hereby awarded to **Innove Communications, Inc.** pursuant to BAC Resolution No. **GD 2025-05-062c** dated June 18, 2025.

Accordingly, notice is given that the contract for the procurement of the project will be awarded to **Innove Communications, Inc.** for the total amount of **Two Million Six Hundred Sixty Thousand Five Hundred Eighty pesos (₱ 2,660,580.00)**, subject to the submission of a Performance Security within ten (10) calendar days from the receipt of this notice. The Performance Security must remain valid until the issuance of the Certificate of Acceptance and can be provided in any of the following forms:

- a. Cash or cashier's/manager's check issued by a universal or commercial bank, or bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank. If issued by a foreign bank, it must be confirmed or authenticated by a universal or commercial bank. The amount required is five percent (5%) of the total contract price, equivalent to ₱133,029.00.
- b. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission, equivalent to thirty percent (30%) of the total contract price, or ₱798,174.00.

This is in compliance with the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Failure to submit the required Performance Security within the specified period will result in the cancellation of the award and the forfeiture of the bid security.

Very truly yours,
By Authority of the Board of Regents:

BERNARDO J. TUGA
President

Conforme:

Name of Authorized Representative

JULY 3, 2025

Date

(All documents without PNU QS Stamp or Control Identifier are uncontrolled)



PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
BIDS AND AWARDS COMMITTEE
Taft Avenue, Manila
Tel. No. 5317-1768 loc. 737 / 738

**BAC Resolution Declaring the Lowest Calculated and Responsive Bidder and
Recommending Approval**

Resolution No. GD 2025-05-062c

WHEREAS, the Philippine Normal University, in compliance with Republic Act No. 9184, posted and advertised the Invitation to Bid for the **Supply and Delivery of Licenses for the Online Office Suite (Cloud Computing, Productivity and Collaboration Tools, Software, and Products) of Philippine Normal University** from May 12-June 2, 2025, through PhilGEPS, the PNU BAC Bulletin Board, and the PNU Website, with an approved budget of **Three Million Five Hundred Thousand Pesos (Php 3,500,000.00)** for the contract;

WHEREAS, a **Pre-Bid Conference** was held on **May 19, 2025 (Monday)**, at the Pedro T. Orata Hall (Room 103), attended by three (3) interested suppliers, as follows:

1. **Maroon Studios**, represented by Ms. Carla Cruz and Ms. Jen Mondero (carla.cruz@maroonstudios.com, jennilyn.mondero@maroonstudios.com)
2. **Globe Telecom, Inc.**, represented by Ms. Kamille Buban and Mr. Bryan Sanchez (kbuban@globe.com.ph, assanchez@globe.com.ph)
3. **ePLDT, Inc.**, represented by Mr. Ronald Buencamino (rbuencamino@epldt.com)

WHEREAS, the Technology-Related Bids and Awards Committee (TR-BAC) scheduled and conducted the **Opening of Bids on June 2, 2025 (Monday)** at 9:00 A.M. at the Pedro T. Orata Hall (Room 103);

WHEREAS, during the Opening of Bids, two (2) suppliers, **Innove Communications, Inc.** and **ePLDT, Inc.**, purchased the Official Bid Documents and submitted a bid;

WHEREAS, the summary of the Opening of Financial Bids is as follows:

ITEM	Bidder/s	Bid Amount	Remarks
1 Lot - Supply and Delivery of Licenses for the Online Office Suite (Cloud Computing, Productivity and Collaboration Tools, Software, and Products) of Philippine Normal University (ABC: (₱ 3,500,000.00)	Innove Communications, Inc.	2,660,580.00	Eligible
	ePLDT, Inc.	2,889,999.96	Eligible

WHEREAS, during the detailed Technical Evaluation conducted by the Technical Representative, **Innove Communications, Inc.** complied with and satisfied all the requirements outlined in Section VII, Technical Specifications of the bidding documents;

WHEREAS, upon arithmetical computation, the Financial Bid of **Innove Communications, Inc.**, amounting to **Two Million Six Hundred Sixty Thousand Five Hundred Eighty pesos (₱ 2,660,580.00)**, is 23.983% (₱ 839,420.00) from the Approved Budget for the Contract (ABC), was declared the Lowest Calculated Bid, subject to further evaluation to ascertain, verify, and validate the submitted bid;



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The National Center for Teacher Education
BIDS AND AWARDS COMMITTEE
Taft Avenue, Manila
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WHEREAS, on **16 June 2025 (Monday)**, the TR-BAC, in coordination with the Technical Working Group (TWG) and BAC Secretariat, conducted a Post-Qualification assessment of the submitted bids by **Innove Communications, Inc.**, which was found to have complied with all the requirements and conditions specified in the bidding documents, thereby passing the Post-Qualification process after the bid documents were verified, validated, and ascertained;

WHEREAS, upon careful examination, verification, and validation of the eligibility, technical, and financial requirements submitted by **Innove Communications, Inc.**, its bid amounting to **Two Million Six Hundred Sixty Thousand Five Hundred Eighty pesos (₱ 2,660,580.00)** was found to be responsive; and

NOW, THEREFORE, WE, the Members of the TR-BAC do hereby **RESOLVE** as it is hereby **RESOLVED**:

- a. That **Innove Communications, Inc.** is hereby declared the Lowest Calculated Responsive Bidder, with a total bid amount of **Two Million Six Hundred Sixty Thousand Five Hundred Eighty pesos (₱ 2,660,580.00)**;
- b. That, in accordance with PNU Special Order No. 281, Series of 2024, dated 31 July 2024, the BAC recommends to the Head of the Procuring Entity (HoPE) the award of the contract as outlined in this BAC Resolution; and
- c. That a **Notice of Award (NOA)** be issued to **Innove Communications, Inc.**, upon adoption and approval of this BAC Resolution.

RESOLVED, via online referendum this 18th day of June 2025.



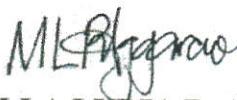
PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
BIDS AND AWARDS COMMITTEE
Taft Avenue, Manila
Tel. No. 5317-1768 loc. 737 / 738

BIDS AND AWARDS COMMITTEE

Resolution No. GD 2025-05-062c


TERESITA T. RUNGUIN

Chair


MARIVILLA LYDIA B. AGGARAO

Member


JOHN P. NATIVIDAD

Vice-Chair


MARK ANTHONY Q. AMUL

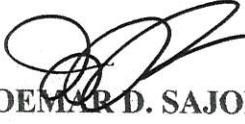
Member


ERWIN R. CALLO

Member/End-User


JENNY O. MALITAO

Member


JOEMAR D. SAJONA

Member


DELSIE MARIE R. ENRIQUEZ

Technical Representative

APPROVED


BERT J. TUGA

President