

Republic of the Philippines  
Department of Science and Technology Information  
**SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE**  
DOST Complex, Gen. Santos Ave., Bicutan, Taguig City, Metro Manila

**CONTRACT AGREEMENT**  
**2023-005**

**KNOW ALL MEN BY THESE PRESENTS:**

This Contract made and executed by and between:

**SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (STII)**, a government institution under the Department of Science and Technology (DOST) with principal office and place of business at STII Building, DOST Complex, Gen. Santos Ave., Bicutan, Taguig City, represented herein by its Director, **RICHARD P. BURGOS**, who is duly authorized for this purpose, hereinafter referred to as "**DOST-STII**";

-and-

**CARBONDIGITAL, INC.**, a company duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office and place of business at Unit 21 Legaspi Suites, 178 Salcedo St., Legaspi Village, Makati City, represented herein by its General Manager, Mr. **JAY ANTHONY G. CHIU**, who is duly authorized for this purpose, hereinafter referred to as the "**CONTRACTOR**".

**DOST-STII** and **CONTRACTOR** are referred as a "Party", or collectively the "Parties".

**WITNESSETH: That**

**WHEREAS**, **DOST-STII** is desirous that the **CONTRACTOR** execute the project, "**PRODUCTION AND PROMOTION OF STARBOOKS CAMPAIGN IN SOCIAL MEDIA PLATFORMS FOR FY 2023**" hereinafter referred to as "**Project**" and **DOST-STII** accepted the Bid for **EIGHT HUNDRED TWENTY-FOUR THOUSAND NINE HUNDRED SIXTY PESOS ONLY (PHP824,960.00)** by the **CONTRACTOR** for the completion of such **SCOPE of SERVICES** with complete and accurate **TECHNICAL SPECIFICATIONS**;

**NOW, THEREFORE**, the parties hereby agree as follows:

**ARTICLE I**  
**DEFINITION OF TERMS**

- A. **DOST-STII** or **STII** shall be one and the same representing the aforementioned institute or government entity and may be referred to as **DOST-STII**.
- B. **Project** refers to the **PRODUCTION AND PROMOTION OF STARBOOKS CAMPAIGN IN SOCIAL MEDIA PLATFORMS FOR FY 2023**.
- C. **Contract** refers to this agreement including the contract documents.
- D. **Contract Documents** refer to the documents specified in Article III of this Contract.

- E. **Contract Amount** refers to the consideration which the **CONTRACTOR** shall be entitled to receive from **DOST-STII** under Article IV of this Contract. This amount is gross of taxes, fees and all other expenses to be shouldered/ incurred by the **CONTRACTOR** in relation to the contract.
- F. **Contractor** refers to **CARBONDIGITAL, INC.**
- G. **Force Majeure** refers to strikes, lockouts or other industrial disturbances, acts of the public enemy, wars, blockades, insurrections, riots, landslides, earthquakes, storms, floods, pandemic, epidemic, civil disturbances, explosions or the issuance of any Government policy, rule or regulation, and other similar events, which are beyond the control of either party or which, with the exercise of due diligence, neither party can overcome.
- H. **Service** refers to the services to be performed by the **CONTRACTOR** in accordance with the terms and conditions of this Contract and the Contract Documents.

## ARTICLE II SCOPE OF DELIVERY AND SERVICES

The **CONTRACTOR** must provide the following services:

- I. Develop a **strategic online promotion plan with a content calendar** driving traffic to STARBOOKS Facebook page to increase the number of followers by at least 100% within 12 months.
  - a. Baseline data of target followers shall be captured from the STARBOOKS FB Page in December 2022.
- II. Conceptualize, create, and boost at least **80 subject-relevant organic posts at STARBOOKS Facebook page** distributed monthly for 12 months with a total of at least of 5 million *Post Reach* at the end of the project.
  - a. Combination of static and dynamic posts
  - b. Provide at least two (2) studies each post concept/design; final selection by DOST-STII
  - c. Provide at least two (2) captions each post for final selection of DOST-STII
  - d. Raw/editable copy of the approved post concepts/designs must be submitted to DOST-STII
- III. Run **one Facebook ad monthly** throughout the project duration focusing on getting Page Follows, Website Visits, and Event Promotions.
  - a. Increase STARBOOKS Mobile Apps downloads:
    - o STARBOOKS App – at least 2,000 downloads
    - o STARBOOKS Whiz – at least 2,000 downloads
    - o STARBOOKS Geomap – at least 1,000 downloads
  - b. Increase YouTube subscribers to at least 2,000
  - c. Increase TikTok subscribers to at least 2,000
- IV. Conduct at least **12 Live Quiz events** with prizes using Live reacting or another similar platform using Facebook as the streaming page.
  - a. Provide host, spiel, prizes (at least PHP 5,000.00/session), and platform setup
  - b. Promote the event to attract more live participants (*DOST-STII shall provide the quiz questions*).
- V. Run at least **12 Online contests** with at least two thousand pesos (PHP 2,000.00) prizes each using Facebook platform to **instigate online visibility** of



STARBOOKS applications, website, and events.

- VI. Conceptualize, design, and run **one (1) TikTok contest** about STARBOOKS with at least PHP 10,000.00 prize.
- VII. Produce **one (1) STARBOOKS AVP** of at least five minutes running time and **two (2) STARBOOKS Infomercial Videos** of at least three minutes running time
  - a. Animated content
  - b. Provide scripts, mood boards, and subtitle
- VIII. All approved final outputs including its raw/editable copies must be submitted to DOST-STII.
- IX. Conduct **one (1) training** (4 hours) with STARBOOKS team (particularly for incoming new staff who will handle the social media sites of STARBOOKS) on the strategies, tips, and tricks on how to use Facebook in promoting campaigns more efficiently as well as how to interpret and use the analytics generated from it.
- X. Submit monthly comprehensive performance report with data analytics of the campaigns reach and/or impressions.
- XI. Submit **concept proposals** (*to be included in the official bid submission*) for the following deliverables:
  - Strategic online promotion plan with a content calendar
  - 12 Online contests
  - TikTok contest

**Other Requirements:**

- Observe the use on non-sexist/gender-sensitive language in all official documents, scripts, and communications under this project.
- Use eco-friendly materials and must employ eco-friendly measures during production period.

**ARTICLE III  
CONTRACT DOCUMENTS**

- A. The following documents shall be made integral parts of this Contract, as fully as if the contents of the said documents were reproduced, incorporated and set forth herein, and shall govern and control in full force and effect the rights and obligations of the Parties, except as otherwise modified by the terms and conditions of this Contract, or by mutual agreement of both Parties in writing:
- 1. Invitation to Bid
  - 2. Bid Form
  - 3. Instruction to Bidders
  - 4. General and Special Conditions of Contract
  - 5. Technical Specifications
  - 6. Bid Data Sheet
  - 7. Bid Bulletins/Supplemental Notices (if there is any)
  - 8. Proof of Publication of Invitation to Bid
  - 9. **CONTRACTOR's Bid Proposal** containing the following:
    - a. PhilGEPS Platinum Registration
    - b. Statement of all ongoing government and private contracts, including contracts and single largest completed contract
    - c. NET Financial Contracting Capacity (NFCC) or computation of committed Line of Credit

- d. Bid Security Form
  - e. Omnibus Sworn Statement
  - f. Bid Prices in the Bid Schedule
10. Notice of Award of contract and **CONTRACTOR's** conformity thereto
11. Performance Security
12. **DOST-STII's** Certificate of Availability of Funds

- B. All Contract documents are and shall remain the properties of **DOST-STII**.
- C. The Contract Documents shall be complementary to each other and what is called for or prescribed by one shall be considered as if called for or prescribed by all. In case of any discrepancy between any of the Contract Documents or any defective description, error, omission or ambiguity in any of the Contract Documents, the **CONTRACTOR** shall, within thirty (30) days from the signing of the contract, submit the matter in writing to **DOST-STII**. **DOST-STII** shall, within a reasonable time, make a decision thereon in writing. Such decision by **DOST-STII** shall be final and binding upon the **CONTRACTOR** which shall proceed with the services strictly in accordance with such decision.
- D. Other contract documents that may be required by existing laws and/or by **DOST-STII**. The **CONTRACTOR** 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.
- E. In case of any irreconcilable conflict between this Contract Agreement and the provisions of any of the Contract Documents, the former shall prevail.

#### **ARTICLE IV CONSIDERATION**

For and in consideration of the full, satisfactory and faithful performance by the **CONTRACTOR** of all its obligations under this Contract, **DOST-STII** shall pay the **CONTRACTOR** the total amount of **EIGHT HUNDRED TWENTY-FOUR THOUSAND NINE HUNDRED SIXTY PESOS ONLY (Php824,960.00)**, inclusive of Value-Added Tax (VAT), charged to **General Appropriations Act of FY 2023**.

#### **ARTICLE V MANNER OF PAYMENT**

##### **A. Billing**

1. Payments for billing submitted by the **CONTRACTOR** to **DOST-STII** shall be based on actual work satisfactorily completed by the **CONTRACTOR** for the period covered as certified by the TWG and BAC and on the agreed lump sum or unit price for each item of work. The following shall be deducted from the billing statement:
  - a. Other deductions prescribed by existing laws, government rules and regulations in the manner set forth under such laws, rules and regulations.
  - b. In case of failure to make full delivery within the time specified, a penalty of **1/10 of 1% of the amount of the Tranche for every day of delay shall be imposed.**



2. In case of failure to reach its targets in each of the required number of deliverables under Article II of this contract, the following **shall be deducted from 5% of the total contract price amounting to Php41,248.00**. The targets shall be counted to the efforts of the **CONTRACTOR** regardless of its source:

Particulars	Penalty
<b>Facebook Page Followers</b>	
➤ Increase of only 90-99% of 40,792	5%
➤ Increase of only 70-89% of 40,792	10%
➤ Increase of only 50-69% of 40,792	15%
➤ Increase of less than 50% of 40,792	20%
<b>Facebook Page Reach</b>	
➤ Increase of only 90-99% of 5,000,000	5%
➤ Increase of only 70-89% of 5,000,000	10%
➤ Increase of only 50-69% of 5,000,000	15%
➤ Increase of less than 50% of 5,000,000	20%
<b>TikTok Account Subscribers</b>	
➤ Increase of only 90-99% of 2,000	5%
➤ Increase of only 70-89% of 2,000	10%
➤ Increase of only 50-69% of 2,000	15%
➤ Increase of less than 50% of 2,000	20%
<b>Mobile Application Downloads</b>	
➤ Increase of only 90-99% of 5,000 (Starbooks App – 2,000 / Starbooks Whiz – 2,000 / Starbooks GeoMap – 1,000)	5%
➤ Increase of only 70-89% of 5,000 (Starbooks App – 2,000 / Starbooks Whiz – 2,000 / Starbooks GeoMap – 1,000)	10%
➤ Increase of only 50-69% of 5,000 (Starbooks App – 2,000 / Starbooks Whiz – 2,000 / Starbooks GeoMap – 1,000)	15%
➤ Increase of less than 50% of 5,000 (Starbooks App – 2,000 / Starbooks Whiz – 2,000 / Starbooks GeoMap – 1,000)	20%
<b>YouTube Subscribers</b>	
➤ Increase of only 90-99% of 2,000	5%
➤ Increase of only 70-89% of 2,000	10%
➤ Increase of only 50-69% of 2,000	15%
➤ Increase of less than 50% of 2,000	20%

3. Payment shall be processed upon receipt of the approved Certificate of Acceptance from the Head of Procuring Entity (HoPE) for the **CONTRACTOR's complete submission of deliverables and billing** divided in the following tranches:

Tranches	Description of Work and Output	Due Date
1 <sup>st</sup> Tranche - 25%	Upon Submission of: <ul style="list-style-type: none"> <li>• Comprehensive Content Calendar</li> <li>• Organic Posts 1-20</li> <li>• FB Ads 1-3</li> <li>• Live Quizzes 1 and 2</li> <li>• Online Contests 1-2</li> <li>• Monthly comprehensive performance reports with data analytics of the campaigns reach and/or impressions</li> </ul>	7th of the 4th Month after the receipt of NTP
2 <sup>nd</sup> Tranche - 25%	Upon Submission of: <ul style="list-style-type: none"> <li>• Organic Posts 21-40</li> <li>• FB Ads 4-6</li> <li>• Live Quizzes 4-6</li> <li>• Online Contests 3-7</li> <li>• 1 Tiktok Contest</li> <li>• STARBOOKS AVP</li> <li>• FB Ads Training 1</li> <li>• Monthly comprehensive performance reports with data analytics of the campaigns reach and/or impressions</li> </ul>	7th of the 7th Month after the receipt of NTP
3 <sup>rd</sup> Tranche - 25%	Upon Submission of: <ul style="list-style-type: none"> <li>• Organic Posts 41-60</li> <li>• FB Ads 7-9</li> <li>• Live Quizzes 7-9</li> <li>• Online Contests 8-10</li> <li>• STARBOOKS Infomercial Video 1</li> <li>• Monthly comprehensive performance reports with data analytics of the campaigns reach and/or impressions</li> </ul>	7th of the 10th Month after the receipt of NTP
4 <sup>th</sup> Tranche - 25%	Upon Submission of: <ul style="list-style-type: none"> <li>• Organic Posts 61-80</li> <li>• FB Ads 10-12</li> <li>• Live Quizzes 10-12</li> <li>• Online Contests 11-12</li> <li>• STARBOOKS Infomercial Video 2</li> <li>• Training</li> <li>• Monthly comprehensive performance reports with data analytics of the campaigns reach and/or impressions</li> </ul>	15th of the 12th Month after the receipt of NTP

**ARTICLE VI  
COVENANTS OF STII AND CONTRACTOR**

**A. DOST-STII covenants to do and perform the following:**

1. Make available the amount representing total cost for all items of work stipulated in Article II - Scope of Services for payment in accordance with Article IV – Consideration and Article V - Manner of Payment.



2. Review, evaluate and approve or disapprove (as applicable) proposals and recommendations submitted by the **CONTRACTOR**.
3. Provide topics and subjects for discussions.
4. Provide all available materials such as video footage, photos that may be useful for the show.
5. Assign focal person to assist in the coordination in terms of:
  - Providing contact details of DOST resource person and personalities who will appear in each episode; and
  - Endorsement of the point person in the agency or regional office counterpart.

**B. CONTRACTOR covenants to do and perform the following:**

1. Comply for the quality and workmanship of the Project consistent with technical specifications and other contract documents.
2. Act at all times to protect the interest of **DOST-STII** and take all reasonable steps to complete the Project within the schedule and within the contract amount.

**ARTICLE VII  
BONDS AND INSURANCES**

**A. Performance Security**

Within ten (10) days from the **CONTRACTOR'S** receipt of the Notice of Award from **DOST-STII**, the **CONTRACTOR** shall provide performance security in favor of **DOST-STII** in the manner, amount and form specified below, which shall be valid until issuance of the Certificate of Final Acceptance of the Project and which shall guarantee the faithful and complete performance by the **CONTRACTOR** of the Services as well as the other obligations of the **CONTRACTOR** under this Contract:

1. Thirty percent (30%) of the Contract Amount, if in the form of a surety bond issued by a reputable surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.
2. Five percent (5%) of the Contract Amount, if in the form of an irrevocable letter of credit issued by a universal or commercial bank.
3. Five percent (5%) of the Contract Amount, if in the form of cash, cashier's/manager's check, bank draft/guarantee confirmed by a universal or commercial bank.

**B. Renewal of Bonds and Securities**

In the execution of the performance security/surety under Article VII of the Contract, the effectivity of the surety bonds shall be co-terminus with the final completion of the project. The **CONTRACTOR** shall cause the renewal of any of the bonds and securities herein require whenever such security shall be necessary and applicable as determined by **DOST-STII**.

**C. Replacement of Bonds and Securities**

Should any security and surety bond for the performance of this Contract expire or become unacceptable to **DOST-STII** during the effectivity of the Contract, the

**CONTRACTOR** shall promptly furnish such replacement security as may be required from time to time up to the sum equal to the amount of the original surety.

**D. Release of Bonds and Securities**

The performance security and other surety bonds under this contract may be released by **DOST-STII** after the issuance of the Certificate of Completion of the contract, provided that there are no claims for services, labor, and materials filed against the **CONTRACTOR** or the surety company.

**ARTICLE XVIII  
LIQUIDATED DAMAGES**

- A. The pertinent provisions of RA 9184 and its IRR on liquidated damages and or breach in any of the provisions of the contract shall be applicable in case of inexcusable delay in the completion of the Project.
- B. **DOST-STII** need not prove that it has incurred damages to be entitled to liquidated damages. Furthermore, **DOST-STII** reserves the right to deduct any and all of the liquidated damages from any money due or payments which may become due to the **CONTRACTOR** under the terms of this Contract and/or from the performance security filed by the **CONTRACTOR**, as **DOST-STII** may deem convenient and expeditious under the prevailing circumstances.

**ARTICLE IX  
DISPUTE RESOLUTION**

- A. If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- B. During the pendency of any such dispute, the **CONTRACTOR** shall proceed diligently with the performance of its obligations and undertakings under this Contract as directed by **DOST-STII**.
- C. Any and all disputes arising from the implementation of this Contract shall be submitted to arbitration in the Philippines according to the provisions of Republic Act No. 876, otherwise known as the "Arbitration Law" and Republic Act No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004":

**ARTICLE X  
NON-WAIVER**

No failure or delay on the part of either party to exercise any right, power or privilege hereunder shall operate as a waiver thereof, neither shall any single or partial exercise of any right, power or privilege hereunder preclude any other, or further exercise thereof, or the exercise of any other right, power or privilege.



**ARTICLE XI  
EFFECTIVITY**

This Contract shall run and be effective as indicated in the Notice to Proceed to be issued by **DOST-STII** upon the execution of this Contract, up to and until the issuance by **DOST-STII** of a Certificate of Final Acceptance, unless sooner terminated by **DOST-STII** upon the occurrence of any of the grounds for termination specified under Article XII hereof. The representations and warranties of the **CONTRACTOR** shall survive the termination or expiration of this Contract.

**ARTICLE XII  
SUSPENSION OF WORK / TERMINATION OF CONTRACT**

- A. **DOST-STII** shall have the right to suspend, in whole or in part, any payment due to the **CONTRACTOR** under this Contract in the event there is delay, default, failure or refusal on the part of the **CONTRACTOR** to perform its obligations under this Contract in an acceptable manner and non-compliance to any of the provisions stipulated herein. Further, **DOST-STII** shall have the right to procure/engage, upon such terms and manner as **DOST-STII** shall deem appropriate, the services of another contractor to undertake the unperformed/undelivered service(s) of the **CONTRACTOR**. Any and all expenses that may be incurred in relation thereto shall be for the exclusive account of the **CONTRACTOR**.
- B. **DOST-STII** may terminate this Contract, after giving the **CONTRACTOR** written notice at least five (5) calendar days prior to the intended date of termination, whenever it is determined by **DOST-STII** that the **CONTRACTOR** has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to Contract acquisition and implementation. Unlawful acts shall include, but not necessarily be limited to, the following:
1. Corrupt, fraudulent, and coercive practices as defined under R.A 9184 otherwise known as the "Government Procurement Reform Act."
  2. Drawing up or using forged documents.
  3. Any other act analogous to the foregoing.
- C. Both **DOST-STII** and the **CONTRACTOR** is entitled to agree to cancel/terminate the contract (in whole or in part) in the occurrence of **Force Majeure**, provided that the event (under definition of Force Majeure stated in the CONTRACT) has a direct effect on the deliverance of output/s stated on **ARTICLE II**.
- D. The **CONTRACTOR** hereby agrees that the termination referred to herein shall be understood to be without prejudice to other rights and remedies available to **DOST-STII** under this Contract or the applicable laws.
- E. Subject to compliance with all documentary requirements, the provisions of RA 9184 and its IRR on suspension of work by the **CONTRACTOR** in case of non-payment by **DOST-STII** of certified payments within forty-five (45) calendar days shall apply.

**ARTICLE XIII  
INDEMNITY**

The **CONTRACTOR** shall indemnify **DOST-STII** against any loss, injury or damage either to person or property which **DOST-STII** may suffer by reason of the willful, unlawful or negligent act or omission of the **CONTRACTOR** or any of its personnel or representative. The indemnity required herein shall be in addition to the forfeiture of the Performance Security.



**ARTICLE XIV  
RELATION TO OTHER PARTIES**

The **CONTRACTOR** shall have no authority, express or implied, to assume or create any obligation or responsibility on behalf of or in the name of **DOST-STII** or bind **DOST-STII** in any manner whatsoever. The **CONTRACTOR**'s personnel, representatives or staff shall not be construed as employees of **DOST-STII**. The **CONTRACTOR** is being engaged herein as an independent contractor. Nothing herein shall be construed as creating an employer/employee relationship between the **CONTRACTOR**'s employees, representatives or staffs and **DOST-STII**.

**ARTICLE XV  
CONFIDENTIALITY AND NON-DISCLOSURE**

Each party shall not, without the prior written consent of the other party, disclose to third parties any confidential information received from the other party by virtue of this Agreement. Any violation of this rule on confidentiality shall be subject to the penalties provided by existing laws, rules, and regulations.

**ARTICLE XVI  
GENERAL PROVISION**

- A. **Separability** - If any stipulation, clause, term or condition of this Contract is held invalid or contrary to law, the validity of the other stipulations, clauses, terms and conditions hereof shall not be affected thereby.
- B. **Modification** - The parties hereby agree to amend or modify any provision of this Contract, which might be declared invalid or contrary to law, to conform to the subject and objective thereof.

**ARTICLE XVII  
MISCELLANEOUS PROVISIONS**

- A. The parties represent that they have the requisite power, authority, and capacity to enter into this Contract and to perform their obligations and undertakings according to the terms and conditions hereof.
- B. **Binding Effect/Assignment of Rights** – This **Contract** shall be binding upon the **CONTRACTOR**, its partners, successors-in-interest, its legal representatives and assigns. Foregoing notwithstanding, the **CONTRACTOR** shall not in any manner, directly or indirectly, assign, or transfer its rights and obligations under this **Contract** without the written approval of **DOST-STII**.
- C. **Governing Law and Language** – The rights and obligation of the parties hereto shall be governed and interpreted in accordance with the laws of the Republic of the Philippines, specifically, the provisions of R.A. 9184 otherwise known as the "Government Procurement Reform Act" and other applicable laws, rules and regulations.
- D. **Observance and usage of non-sexist/gender-sensitive language** in all official documents and communications under this project shall be enforced all the time.



- E. Documents Incorporated – The provisions of this **Contract** shall be read in harmony with the Terms of Reference and other related bid documents. In case of conflict, the provisions of this Contract shall prevail.
- F. Venue of Action - It is hereby agreed that any and all actions that shall arise from this **Contract** shall be instituted and tried before the proper court (s) of the City of Taguig only.
- G. Attorney's Fees - In the event that **DOST-STII** is compelled to seek judicial relief to enforce the provisions of this **Contract**, it shall be entitled to attorney's fees and liquidated damages equivalent to ten percent (10%) and fifteen percent (15%), respectively, of the contract price or the amount claimed in the judicial action, whichever is higher, aside from the costs of litigation and other expenses incidental thereto.
- H. Nothing herein shall in any way be construed to limit the over-all responsibility of the **CONTRACTOR** for the performance of the obligations herein and **CONTRACTOR's** liability for any violation of this Contract.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and affixed their signatures this \_\_\_\_ day of \_\_\_\_\_, 2023, Taguig City, Metro Manila.

**DOST-SCIENCE AND TECHNOLOGY  
INFORMATION INSTITUTE (DOST-STII)**

**CARBONDIGITAL, INC.**

By:

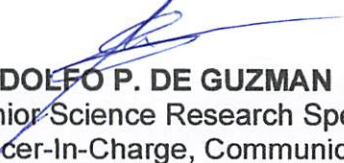
  
**RICHARD P. BURGOS**  
Director

By:

  
**JAY ANTHONY G. CHIU**  
General Manager

**SIGNED IN THE PRESENCE OF:**

  
**ALAN C. TAULE**  
Chairperson,  
Bids and Awards Committee

  
**RODOLFO P. DE GUZMAN**  
Senior Science Research Specialist and  
Officer-In-Charge, Communication  
Resources and Production Division

  
**JOHN LAURENCE G. DOMINGO**  
Head of Social Media  
Carbondigital, Inc.

  
**SHEKINAH JANE H. ALEGRO**  
Head of Account Management  
Carbondigital, Inc.

**CERTIFIED AVAILABILITY OF FUNDS:**

**JAQUELINE C. BALLESTEROS**  
Administrative Officer V

**MA. AURORA FE L. DAYANGCO**  
Accountant III

ORS No: 02-101101-2023-04-0204

**ACKNOWLEDGMENT**

Republic of the Philippines)  
**TAGUIG CITY** ) S.S.

BEFORE ME, Notary Public for and in **TAGUIG CITY**, Philippines personally appeared:

**RICHARD P. BURGOS** Valid ID No.: Driver's License No.: N03-97-238885  
Date/Place of Issue: 06/19/2018 – Taguig City  
**JAY ANTHONY G. CHIU** Valid ID No.: Passport No. P2596282B  
Date/Place of Issue July 18, 2019/DFA NCR East

known to me and to me known to be the same persons who executed the foregoing Contract and they acknowledged to me that the same is their free and voluntary act and deed in the capacity in which they appeared.

The foregoing Contract consists of \_\_\_\_ ( \_\_ ) pages including this page on which the acknowledgment is written and duly signed by the parties and its witnesses of the instrument and on the left margin of the other pages.

IN WITNESS WHEREOF, I have hereunto affixed my signature and notarial seal at **TAGUIG CITY** this APR 18 day of 2023 2023.

**NOTARY PUBLIC**

Doc. No. 38 ;  
Page No. 9 ;  
Book No. VIII ;  
Series of 2023.

**RACHEL MAYA W. COPANUT-PANGWI**  
NOTARY PUBLIC UNTIL Dec. 31, 2023/TAGUIG CITY  
Not. Com. Appt. No. 18 (2022-2023)  
2/F, Pacura Bldg. 427 M.L. Q. St., Lower Bicutan, Taguig City  
PTR No. A-5675511/1-4-2023, Taguig City  
IBP O.R. No. 181027-12/27/2022, RSM  
MCLE Comp. No. VII-0007104/11-22-2021  
ROLL No. 61627