**Note:** *Include this page only when adding / amending / deleting a document. If using this document as a record, this Revision History page can be omitted.*

**REVISION HISTORY**

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| --- | --- | --- | --- | --- | --- |
| Revision no | Date | Description of Changes | Reason for Revision | Revised by | Approved by |
| 00 | Aug. 10, 2012 | Add revision history page | Recommendation from Stage 2 audit | CMRojas |  |
| 01 | May 11, 2016 | Updated the contents of the proposal | Update proposal | RTMonzon | RTMonzon |
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TM-BR-MG- 11 Rev00, 05302012

*Ref.: CLIENT-S-1603-001-P-1-00*

DD MMM YYYY

<Client Representative>

<Client Name>

<Client Address 1>

<Client Address 2>

Dear Mr./Ms. Client Representative

In reference to your staff augmentation service requirement for <resources>, we present below the engagement scope, terms and conditions for your review and conforme.

1. SCOPE OF SERVICE
   1. CPI shall provide <Client Name> with I.T. Technical Resources based on the agreed resource requirements.
   2. CPI’s Technical Resources, depending on staff classification or position, shall primarily be engaged in programming and testing.
   3. CPI shall assign its I.T. Technical Resources to <Client Name> on a full-time basis (8:30am – 5:30pm Monday to Friday) for the duration of the engagement.
   4. <Client Name> shall assign the tasks and monitor the work progress and deliverables of the assigned resources.
   5. Service engagement shall be for \_\_\_\_\_\_\_\_\_\_\_.
   6. Deployment site is at <Client Location>.
2. RESOURCES TO BE ASSIGNED

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Resource Name** | **Position** | **Start Date** | **End Date** | **Monthly Bill Rate** |
| Name | Position | MMM DD, YYY | November 8, 2016 | P 999,999 |
| Name | Position | MMM DD, YYY | November 8, 2016 | P 999,999 |

All rates are VAT exclusive.

1. PAYMENT SCHEDULE AND TERMS:
   1. Billing will be semi-monthly with cut-off every 15th and 30th of the month.
   2. Work beyond regular hours stated in Section 1 shall be billed as overtime. Overtime Rates to be applied are as per Labor Code.
   3. Night Differential Rates will be 110% of the mandatory daily rates and will be applicable to work rendered between 10:00 pm and 6:00 am.
2. NON-SOLICITATION OF STAFF
   1. <Client Name>, its parent company, including its subsidiaries and affiliates shall not, directly and indirectly, hire or offer any form of employment or service deal to any CPI personnel assigned to the contracted Service within a period of twelve (12) months after date of resignation or termination of such CPI technical personnel from CPI.
   2. Upon breach hereof by <Client Name>, a fee equivalent to two (2) months of the monthly bill rate or twenty five percent (25%) of the annual gross compensation of the said CPI personnel, whichever is higher, shall be paid by <Client Name> to CPI.

Sincerely yours,

Name

Business Development Manager

**CONFORME:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name over Signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_