



July 15, 2021

CLIENT CONFORME

This agreement is made between **Customer Name, Designation** of the **Affiliation**, hereinafter referred to as "*Client*" with **Client ID Number** and the Philippine Genome Center - Protein, Proteomics, and Metabolomics Facility (PPMF), hereinafter referred to as "*PPMF*," and covers all job orders under **Project Number**.

I. Summary of the Deliverables of the Project

1. The Client shall require PPMF to conduct the following services on the samples indicated in the **Order Form** for the duration of the Project.
2. The Client shall provide the following information and materials, hereinafter collectively called "Samples", and settle the Service Fee (as detailed in the Billing Statement) for the Project under **Project Number**:
 - a. **Client Information Sheet** (For new Clients)
 - b. **Order Form** (For Projects that involve sending samples)
 - i. **Order Form I** - Protein Services
 - ii. **Order Form II** - LC-MS Services
3. In return, PPMF shall provide the following deliverables within the duration of the Project:

- | | |
|--------------------------|--------------------|
| <input type="checkbox"/> | Service Report |
| <input type="checkbox"/> | Protein Extract |
| <input type="checkbox"/> | Metabolome Extract |
| <input type="checkbox"/> | Spectroscopic Data |

- | | |
|--------------------------|-----------------|
| <input type="checkbox"/> | Sample Identity |
| <input type="checkbox"/> | Images |
| <input type="checkbox"/> | Others: |

II. Duration of the Project

The Project officially starts once PPMF has received the samples from the Client and ends upon release of the **Service Report** (*for small/short projects*) or submission of the **Acknowledgement of Project Completion** (*for Mass Spectroscopy Projects or long projects*).

III. Compliance to Sample Submission Requirements

The Client agrees to conform to the **Sample Submission Requirements** set by PPMF, who will, upon acceptance of the samples, perform quality check assays prior to any analysis. If the samples do not pass these quality checks, the client may opt to do the following:

1. Resubmit a new sample.
2. Sign and submit the **Waiver**, so PPMF can proceed with the sample analysis.

IV. Sample Retention

For protein and metabolome extraction, a back-up batch of the purified extracts will be kept for one week after the project has ended, while submitted samples (blood, bacteria culture, etc.) will be discarded immediately. For protein quantification and biophysical analyses, samples will be discarded



one week after the project has ended. Back-up project/order files will be kept for one month, during which the Client may have his or her data re-sent for whatever purpose. For MS services, raw data will be kept for 6 months, and back-up files will be kept for up to 1 year only. The Client may request PPMF not to keep any back-up files or samples. In this case, PPMF will discard all samples and data upon completion of the project.

V. Confidentiality

PPMF agrees to keep all data strictly confidential. This data will be accessible only to those involved in the project as agreed upon by PPMF and the Client.

VI. Ownership

The client holds ownership of all the data and intellectual property rights pertaining to the **Project** under the **Project Number**. However, PPMF should be cited in any presentations and publications resulting from the service, e.g. “The samples were processed by the PGC Protein, Proteomics, and Metabolomics Facility (PGC-PPMF).”

VII. Terms of Payment

Payment should be received within 30 days of the Client’s receipt of the **Billing Statement**.

Client:

PPMF:

Customer Name
Designation
Affiliation

Neil Andrew D. Bascos, Ph.D.
Program Director
Proteins, Proteomics, and Metabolomics Facility