

**CONTRACT No. 2015-03**  
**RENTAL OF PHOTOCOPYING MACHINES**

THIS CONTRACT made and entered into by and between the following:

**DEPARTMENT OF BUDGET AND MANAGEMENT**, a government agency created by virtue of the laws of the Republic of the Philippines, with principal office address at General Solano St., San Miguel, Manila, represented herein by its Secretary, **FLORENCIO B. ABAD**, hereinafter called the "**DBM**";

- and -

**OTUS COPY SYSTEMS, INC.**, a corporation duly organized and existing under the laws of the Philippines, with office address at UD 9 David Bldg. 2, #567 Shaw Blvd., Mandaluyong City represented by **ERWIN C. MANARPIIS**, hereinafter referred to as the "**SUPPLIER**";

WITNESSETH:

**WHEREAS**, the DBM conducted a public bidding for the Rental of Photocopying Machines and the bid of the Supplier in the amount of Three Million Two Hundred Seventy Thousand Seven Hundred Eighty Pesos (P3,270,780.00) (hereinafter called the "Contract Price");

**WHEREAS**, the Notice of Award was issued to the Supplier last April 17, 2015, and Supplier posted its performance security on April 23, 2015.

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the parties hereby mutually stipulate and agree as follows:

1. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to in Annex E and F, respectively.
2. The following documents shall form and be read and construed as part of this Contract:

Annex A	-	Bid Form
B	-	Statement of Single Largest Completed Contract
C	-	Schedule of Requirements
D	-	Technical Specifications
E	-	General Conditions of the Contract
F	-	Special Conditions of the Contract
G	-	Notice of Award
F	-	Performance Security

7

3. In consideration of the payments to be made by the DBM to the Supplier, the Supplier hereby covenants with the DBM to provide the Goods and Services and to remedy defects therein in conformity with the provisions of the Contract.
4. The DBM hereby covenants to pay the Supplier, in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, the parties hereto have signed this Contract on this 20<sup>th</sup> day of May, 2015 at Malacanang, Manila, Philippines.


DEPARTMENT OF BUDGET  
AND MANAGEMENT

By:

  
**FLORENCIO B. ABAD**  
Secretary

OTUS COPY SYSTEMS, INC.

By:


  
**ERWIN C. MANARPIIS**  
President/CEO

SIGNED IN THE PRESENCE OF

  
**SOFIA C. YANFO**  
Assistant Secretary and  
Concurrent Director, Administrative Service

  
**JENNIFER U. JAYME**  
Customer Service Officer

Funds Available:

  
**ESPERANZA Q. IGNACIO**  
Chief Accountant

OR # 01101101 2015-04-000611-A

4/15/2015

## ACKNOWLEDGMENT

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

**BEFORE ME**, a Notary Public for and in the City of \_\_\_\_\_, Philippines on this \_\_\_\_\_ day of \_\_\_\_\_, 2015 personally appeared the following:

NAME	VALID ID	VALID UNTIL
<b>FLORENCIO B. ABAD</b>	DBM ID No. 3706	2015

**ERWIN C. MANARPIIS** PASSPORT NO. EBB8553568 July 3, 2018  
SSS No. 33-1631770-1

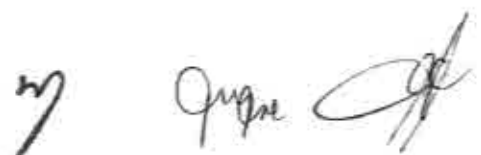
known to me to be the same persons who executed the foregoing Contract and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they respectively represent.

This CONTRACT for the Rental of Photocopying Machines was signed by the parties, and their material witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL this 20<sup>th</sup> day of May, 2015.

Doc. No. 591 ;  
Page No. 14 ;  
Book No. II ;  
Series of 2015.

  
**ROWENA CANDICE M. RUIZ**  
NOTARY PUBLIC-MANILA  
COMMISSION SERIAL NO. 2014-166  
UNTIL DECEMBER 31, 2015  
ROLL NO. 49404, LBP LRN 95140  
PTR NO. 3038612/Manila/4-21-14  
BLD 3, 1  
GEN. SOLANO ST. MALACANIN  
MANILA



**Bid Form**Date : April 1, 2015

To: **DEPARTMENT OF BUDGET AND MANAGEMENT**  
DBM Bldg. III, General Solano St.,  
San Miguel, Manila

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Number SBB No. 1, the receipt of which is hereby duly acknowledged, we, the undersigned offer to supply/deliver/perform **Rental of Photocopying Machines** in conformity with the said Bidding Documents for the sum of **Three Million Two Hundred Seventy Thousand Seven Hundred Eighty Pesos, (P 3,270,780.00)**

Particulars	Number of Units	Number of Copies per Month	Cost per Copy (inclusive of VAT)	Annual Total Cost (inclusive of VAT)
	(a)	(b)	(c)	(d) = (a) x (b) x (c) x 12 months
Copy/print speed 50-up ppm	22	12,500	0.673	2,220,900.00
Copy/print speed 35-49 ppm	13	10,000	0.673	1,049,880.00
Total (inclusive of VAT)				<b>3,270,780.00</b>

Note: Number of copies per month is for bidding purposes only. Actual number of copies may be adjusted during implementation. Bidders shall supply their bids for items (c) and (d) only.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery specified in the Schedule of Requirements.

If our Bid accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

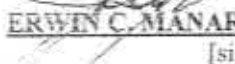
We agree to abide by this Bid for the Bid Validity specified in **BDS** provision for ITB Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.


Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof, and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.




We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

Dated this 1st day of April 20 15.

  
**ERWIN C. MANARPIIS or JENNIFER U. JAYME**  
[signature]

  
**AUTHORIZED REPRESENTATIVE(S)**  
[in the capacity]

Duly authorized to sign Bid for and on behalf of : **OTUS COPY SYSTEMS, INC.**

*Statement of Single Largest Completed Contract which is similar in nature*

Business Name: OTUS COPY SYSTEMS, INC.  
 Business Address: UD 9, DAVID BLDG 2 #567 SHAW BLVD., MANDALUYONG CITY

Name of Client	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
Office of the Solicitor's General (OSG) - Makati City	October 1, 2011 - May 10, 2013	Multifunction Digital Device with Managed Services	Php4,402,025.48	September 30, 2011	OR No. 5173 / May 21, 2013

Submitted by:   
ERWIN C. MANARPIS or JENNIFER U. JAYME  
 (Printed Name & Signature)

Designation: PRESIDENT/CEO or CUSTOMER SERVICE OFFICER

Date: April 1, 2015

*Appr*

## Section VI. Schedule of Requirements (Revised)

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Delivery Date
1.	<p>Rental of brand new or newly remanufactured copying machines including installation and configuration of the units.</p> <p>Delivery sites shall be the following:</p> <p>(i) DBM Building I</p> <p>(ii) DBM Building II</p> <p>(iii) DBM Building III</p> <p>(iv) DLLO, Batasan Complex</p> <p>(v) GIFMIS, Palacio del Gobernador, Intramuros, Manila</p> <p>The actual deployment of the units shall be upon the instruction of the end-user, Administrative Service (AS)-General Services Division (GSD).</p>	<p>5 units</p> <p>22 units</p> <p>6 units</p> <p>1 unit</p> <p>1 unit</p>	<p>Not later than 15 days from issuance of Notice to Proceed</p>
2.	On-call technician to repair defective machines.	1 Technician	<p>Response time shall be within four (4) hours from verbal or written notification; Machines that cannot be repaired within twenty four (24) hours shall be replaced with new units</p>

*[Signature]*

*[Signature]*


*[Signature]*  
 DIRECTOR, GSD

*[Signature]*  
 DEPUTY DIRECTOR, GSD

3.	On-site training of DBM's personnel on how to use machines.		As may be determined by the AS-GSD
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I hereby certify to comply and deliver all the above requirements.

OTUS COPY SYSTEMS, INC.

 Erwin C. Manarpiis or Jennifer U. Jayme

April 1, 2015

Name of Company/Bidder

Signature Over Printed Name of  
Representative

Date

   
 NOTIFIED AND COPY  
 Auth. 1

## Section VII. Technical Specifications (Revised)

Bidders must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specifications."

Item	Specification	Bidder's Statement of Compliance
	<b>General:</b>	"Comply"
1	Rental of brand new or new remanufactured copying machine (paper copier) with multi-functional device (configuration) (Copier, Printer, and Scanner) digital type, automatic electronic sorter and feeder and back-to-back feature	"Comply"
2	With LCD display, user friendly, and with capability to deliver clear high quality copies	"Comply"
3	Warm up time is 35 seconds or less	"Comply"
4	Heated roller fixing	"Comply"
5	Density control: automatic and manual	"Comply"
6	Paper trays: minimum of 4 trays plus 1 bypass tray	"Comply"
7	Paper capacity: minimum of 500 sheets per tray	"Comply"
8	Memory capacity: minimum of 1 GB	"Comply"
9	Hard disk: minimum of 250 GB	"Comply"
10	With locking mechanism, which may either be coding pin lock, password protected, etc.	"Comply"
11	Wifi capable (i.e., primary connection is wired connection, with capability to connect on wireless)	"Comply"
	<b>Copier Specifications:</b>	"Comply"
1	Minimum copies per month: 1/ a. 12,500 for copy/print speed 50-up ppm – 22 units b. 10,000 for copy/print speed 35-49 ppm – 13 units	
2	Continuous copying: 1-999 copies	
3	Copy paper size: A5-A3	
4	Maximum original size: A3	
5	Reduction/enlargement: 25% to 400%	
6	First copy out time: 3.2 seconds or less	
7	Copier print resolution: 1200 x 1200 dpi	
8	Copy paper: regular or special paper (transparencies)	
9	Copy System: Laser Electronic Transfer	
	<b>Scanner Specifications:</b>	"Comply"
1	Interface/Connectivity: 10Base-T/100Base-TX	
2	Driver: TWAIN Driver, HDD TWAIN Driver	
3	Protocol: TCP/IP (FTP, SMB, SMTP)	
4	Speed: 55 ipm/opm	
5	Maximum size: up to A3	"Comply"
6	Output Format: TIFF, PDF, compact PDF, JPEG	"Comply"
7	Resolution: 600 x 600 dpi	"Comply"
	<b>Printer Specifications:</b>	"Comply"

OFFICIAL TRUE COPY  
 10.1.1




1	Printing resolution: 1200 x 1200 dpi	"Comply"
2	Interface/Connectivity: 10 BASE-T/100BASE-TX	
3	OS Support: can support latest OS	
4	Printer language: PCL6, PCL5e	
5	Fonts: Manufacturer's Standard	
	Others:	"Comply"
1	Certification from the original equipment manufacturer that the copying machine was remanufactured by them or a certificate from the original manufacturer that the company is authorized to re-manufacture the units to be supplied in the DBM (Certification shall be submitted during delivery of the units indicating the serial numbers of the machines deployed).	"Comply"
2	One (1) on-call technician to repair defective machines. Response time shall be within four (4) hours from verbal or written notification.	"Comply"
3	Machines that cannot be repaired within twenty four (24) hours shall be replaced with a new unit.	"Comply"
4	Replacement of defective parts, provided the machine is still functional, shall be made within forty eight (48) hours from response, except for justifiable cause.	"Comply"
5	Company shall provide at least two (2) toners on stock for each unit of copying machine for the whole lot.	"Comply"
6	Toners can be replaced by the end-user without technician intervention, if necessary.	"Comply"
7	Total billing charges is computed by multiplying the actual total number of copies reproduced less 2% spoilage by the rental rate.	"Comply"

**Note:**



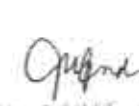
If The AS-GSD may increase or decrease the number of units of photocopying machines to be delivered, and in such event, there shall be a corresponding adjustment in the actual costs, provided that the resulting cost of said increase or decrease shall not exceed the ABC.

**I hereby certify to comply with all the above Technical Specifications.**

OTUS COPY SYSTEMS, INC.  
Name of Company/Bidder

  
Erwin C. Manarilis or Jennifer U. Jayme  
Signature Over Printed Name of Representative

April 1, 2015  
Date

  
  
  
CERTIFIED TRUE COPY  
Date: \_\_\_\_\_

## *Section IV. General Conditions of Contract*

### **1. Definitions**

34.3. In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this Section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring Entity" means the organization purchasing the Goods, as named in the SCC.
- (h) "The Procuring Entity's country" is the Philippines.
- (i) "The Supplier" means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the SCC.
- (j) The "Funding Source" means the organization named in the SCC.
- (k) "The Project Site," where applicable, means the place or places named in the SCC.
- (l) "Day" means calendar day.
- (m) The "Effective Date" of the contract will be the date of receipt by the Supplier of the Notice to Proceed or the date provided in the Notice to Proceed. Performance of all obligations shall be reckoned from the Effective Date of the Contract.



- (n) "Verified Report" refers to the report submitted by the Implementing Unit to the Head of the Procuring Entity setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

### 35. Corrupt, Fraudulent, Collusive, and Coercive Practices

35.1. Unless otherwise provided in the SCC, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
- (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
  - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
  - (iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
  - (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
  - (v) "obstructive practice" is
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an

administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

35.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in GCC Clause 2.1 (a).

### **36. Inspection and Audit by the Funding Source**

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.



### **37. Governing Law and Language**

37.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

37.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

### **38. Notices**

38.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.

- 38.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the SCC for GCC Clause 5.1.

### **39. Scope of Contract**

- 39.1. The GOODS and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 39.2. This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. Any additional requirements for the completion of this Contract shall be provided in the SCC.



### **40. Subcontracting**

- 40.1. Subcontracting of any portion of the Goods, if allowed in the BDS, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 40.2. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

### **41. Procuring Entity's Responsibilities**

- 41.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 41.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with GCC Clause 6.

### **42. Prices**

- 42.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.
- 42.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with GCC Clause 62.
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#### 43. Payment

- 43.1. Payments shall be made only upon a certification by the Head of the Procuring Entity to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in GCC Clause 50.
- 43.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the SCC provision for GCC Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 43.3. Pursuant to GCC Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.
- 43.4. Unless otherwise specified in the SCC, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

#### 44. Advance Payment and Terms of Payment

- 44.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 44.2. For Goods supplied from abroad, the terms of payment shall be as follows:
  - (a) On Contract Signature: Ten percent (10%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
  - (b) On Delivery: Seventy percent (70%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
  - (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt the

Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

- 44.3. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.

#### 45. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

#### 46. Performance Security

- 46.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the ITB Clause 33.2.
- 46.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 46.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 46.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
- (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
  - (b) The Supplier has no pending claims for labor and materials filed against it; and
  - (c) Other terms specified in the SCC.
- 46.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

#### 47. Use of Contract Documents and Information

- 47.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing,





pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

- 47.2. Any document, other than this Contract itself, enumerated in GCC Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

#### 48. Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

#### 49. Inspection and Tests



- 49.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The SCC and Section VII. Technical Specifications shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 49.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity.
- 49.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 49.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to GCC Clause 5.
- 49.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.
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## 50. Warranty

- 50.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 50.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 50.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the SCC. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least ten percent (10%) of every progress payment, or a special bank guarantee equivalent to at least ten percent (10%) of the Contract Price or other such amount if so specified in the SCC. The said amounts shall only be released after the lapse of the warranty period specified in the SCC; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 50.4. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 50.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in GCC Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

## 51. Delays in the Supplier's Performance



- 51.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 51.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under GCC Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
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- 51.3. Except as provided under GCC Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 19, unless an extension of time is agreed upon pursuant to GCC Clause 29 without the application of liquidated damages.

## **52. Liquidated Damages**

Subject to GCC Clauses 51 and 55, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to GCC Clause 56, without prejudice to other courses of action and remedies open to it.

## **53. Settlement of Disputes**

- 53.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 53.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 53.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 53.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 53.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.
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#### 54. Liability of the Supplier

- 54.1. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the SCC.
- 54.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

#### 55. Force Majeure

- 55.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 55.2. For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 55.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

#### 56. Termination for Default

- 56.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
- (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
  - (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity
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stating that the circumstance of force majeure is deemed to have ceased; or

(c) The Supplier fails to perform any other obligation under the Contract.

56.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.

56.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

## **57. Termination for Insolvency**

The Procuring Entity shall terminate this Contract if the Supplier 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, 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.



## **58. Termination for Convenience**

58.1. The Procuring Entity may terminate this 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.

58.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

(a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or

(b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.



- 58.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

## 59. Termination for Unlawful Acts

- 59.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this 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, and coercive practices as defined in ITB Clause 3.1(a);
- (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.

## 60. Procedures for Termination of Contracts

- 60.1. The following provisions shall govern the procedures for termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
  - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
  - (ii) the extent of termination, whether in whole or in part;
  - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
  - (iv) special instructions of the Procuring Entity, if any.



- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the Head of the Procuring Entity a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating this Contract;
- (e) The Procuring Entity may, at anytime before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- (g) The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity; and
- (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

#### **61. Assignment of Rights**



The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

#### **62. Contract Amendment**

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

#### **63. Application**

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.





## *Section V. Special Conditions of Contract*

GCC Clause	
1.1 (g)	The Procuring Entity is the Department of Budget and Management (DBM).
1.1 (i)	The Supplier is
1.1 (j)	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the authorized appropriations under the FY 2015 General Appropriations Act in the amount Three Million Six Hundred Nine Thousand Pesos (P3,609,000.00).</p>
1.1 (k)	<p>Department of Budget and Management DBM Bldg. III, General Solano Street San Miguel, Manila</p>
5.1	<p><u>The Procuring Entity's address for Notices is:</u></p> <p>Department of Budget and Management Ground Floor, DBM Building III, General Solano St., San Miguel, Manila Tel. Nos. (02)735-4902 Fax No. (02)735-4979</p> <p>Contact Person: Director Sofia C. Yanto Administrative Service</p> <p><u>The Supplier's address for Notices is:</u></p>
6.1	<p>The DBM reserves the right to increase or decrease the number of photocopying machine for any reason, and in such event, there shall be a corresponding downward or upward adjustment in the consideration in such sum as may be agreed upon by the parties provided that the resulting cost of said increase or decrease shall not exceed the ABC.</p>
6.2	<p>The Goods shall only be delivered by the Supplier at <b>DBM Bldg. III Ground Floor, General Solano Street, San Miguel, Manila</b> not later than 10:00 a.m. on the day of delivery as indicated in Section VI. Schedule of Requirements</p> <p>Moreover, the delivery place or schedule as indicated in Section VI. Schedule of Requirements may be modified by DBM during the term of this Contract with prior due notice, written or verbal, to the Supplier.</p> <p>The Supplier is required to provide all of the following services, including additional services specified in Section VI. Schedule of Requirements:</p> <p>(i) One (1) on-call technician to repair defective machines. Response time shall be within four (4)</p>

	<p>hours from verbal or written notification. Machines that cannot be repaired within twenty four (24) hours shall be replaced with a new unit.</p> <p>(ii) Total billing charges is computed by multiplying the actual total number of copies reproduced less 2% spoilage and test copies of the rental rate.</p>
10.4	No further instructions.
13.4 (c)	No further instructions.
16.1	<p>The quantity of the Goods delivered to DBM shall be inspected by the Administrative Service (AS). However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity upon prior due notice, written or verbal, to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.</p> <p>The inspection and tests that will be conducted shall be in accordance with Section VII. Technical Specifications.</p>
17.4 and 17.5	<p><i>Expendable Goods.</i> The warranty shall be three (3) months after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.</p> <p><i>In case of Non-expendable Goods:</i> One (1) year after acceptance by the Procuring Entity of the delivered Goods.</p>
19.1	<p>The applicable rate is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay.</p> <p>The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies to open it. The Procuring Entity may also rescind the contract and impose ten percent (10%) of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract.</p> <p>The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date.</p> <p>Any request for extension not acted upon before delivery date shall be considered denied.</p>
20.4	In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with RA No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004."
21.1	If applicable, all partners to the joint venture shall be jointly and severally liable to the procuring entity.





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO ST., SAN MIGUEL, MANILA

**NOTICE OF AWARD**

April 15, 2015

**MR. ERWIN C. MANARPIIS**


Otus Copy Systems, Inc.  
UD9 David Bldg., 567 Shaw Blvd.,  
Wack-Wack East Greenhills, Mandaluyong City

Dear **Mr. Manarpiis:**

We are pleased to inform you that the contract for the project "Rental of Photocopying Machines," is hereby awarded to your company in the amount Three Million Two Hundred Seventy Thousand Seven Hundred Eighty Pesos (P3,270,780.00).

In this regard, you are hereby required to post a performance security in the amount and form stated in Section 39 Republic Act No. 9184 and its Implementing Rules and Regulations within ten (10) calendar days upon receipt of this Notice.

Very truly yours,

  
**FLORENCIO B. ABAD**  
Secretary 



**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS:

UD-9 DAVID II Bldg., 567 Shaw Blvd.,  
That we, OTUS COPY SYSTEMS, INC. Wack-wack East Greenhills Mandaluyong City as PRINCIPAL  
and BF GENERAL INSURANCE COMPANY, INC., a corporation duly organized and existing under  
and by virtue of the laws of the Philippines, as SURETY, are held and firmly bound unto the  
DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) in the  
sum of PESOS NINE HUNDRED EIGHTY ONE THOUSAND TWO HUNDRED THIRTY FOUR PESOS ONLY  
(P981,234.00), Philippine Currency, for the payment of which sum, well and truly be made we bind ourselves,  
our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATIONS ARE AS FOLLOWS:

to fully and faithfully comply with RENTAL OF PHOTOCOPYING MACHINES.  
THIS BOND IS CALLABLE ON DEMAND AND AS PER AMENDMENT OF R.A. 9184 as amended  
and co-terminus with the final acceptance of the project and the right to ins-  
titute action on the penalbond pursuant to act no. 3688 of any individual,  
firm, partnership, corporation and association on supplying the contractor with  
labor and materials for the prosecution of the work is hereby acknowledged and  
confirmed.

WHEREAS, the liability of surety company under this bond shall in no  
case exceed the amount of PESOS: NINE HUNDRED EIGHTY ONE THOUSAND TWO HUNDRED  
THIRTY FOUR (P981,234.00) ONLY, Philippine Currency,

WHEREAS, said DBM requires said PRINCIPAL  
to give a good and sufficient bond in the above stated sum to secure the full and faithful performance on its/his part  
of said DBM

NOW, THEREFORE, if the PRINCIPAL shall we and truly perform and fulfill all the undertakings, covenants,  
terms, conditions, and agreements stipulated in said contracts, then this obligation shall be null and void; otherwise,  
it shall remain in full force and effect.

The liability of the SURETY under this bond will expire on co-terminus with the final  
and the SURETY does not assume any responsibility for any liability incurred or created after said date; notice of  
claims against the SURETY must be given the bonding Company not later than fifteen (15) days from said expiration  
date and any action against the SURETY under this Bond must be filed within one(1) year from the date the cause of  
action accrues and failure to do so shall release the SURETY from all liabilities under this bond and shall be a bar  
to any action against it.

IN WITNESS WHEREOF, we have set our hands and signed our names on this 20th day  
of APRIL, 2015 in the MANILA, Philippines.

OTUS COPY SYSTEMS, INC.  
BY: JOEY A. FRANCISCO  
VP For Sales and Marketing

(Principal)

BF GENERAL INSURANCE COMPANY, INC.  
By: GEORGE F. MERCENE  
CHIEF, MARKETING  
UNDERWRITING

(Surety)

SIGNED IN THE PRESENCE OF:

Jessica estrella/jes.

mae campanero

## ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES

S.S

CITY OF MANILA

G(13)42337

BEFORE ME, the undersigned authority, in and for the CITY OF MANILA  
 20th day of APRIL 2015 personally appeared:

Philippines, this

NAME	COMMUNITY TAX CERTIFICATE NO.	ISSUED	
		AT	ON
JOEY A. FRANCISCO	CRN-PR-33-596-2009-9		
GEORGE F. MERCENE	SSS: 03-3654467-5		

The latter as **CHIEF MARKETING UNDERWRITING**  
 with Corporation Community Tax Certificate No. C00180118 issued at **PARANAQUE CITY**  
 on **1-8-15**, known to me and to me known act and deed the free and voluntary act  
 and deed of the Company they represent, for the to be the persons who executed the foregoing document and  
 acknowledged the same to be their free and voluntary uses and purposes therein stated.

WITNESS my hand and notarial seal the date place first herein above written.

Doc. No. 16

Page No. 4

Book No. XIV

Series of 2015



ATTY. AGUSTIN CABREDO  
 Notary Public for Manila  
 Notarial Commission No. 1115-109  
 Until December 31, 2015  
 Rm. 202, 1st Floor, Bldg. Co.,  
 Roldo No. 26047  
 PTR No. 3734071 / 1-6-15 / Manila  
 IBP Lifetime Member 65067  
 MCLE No. V-0003136 / 07-26-14

REPUBLIC OF THE PHILIPPINES

S.S

CITY OF MANILA

after having been duly sworn to, depose and say that BF GENERAL INSURANCE COMPANY, INC. is a corporation  
 duly organized and existing under and by virtue of the laws of the Republic of the Philippines and duly authorized  
 to execute and issue all surety bonds for all purposes within the Philippines and that it is actually worth the amount  
 specified in the foregoing undertaking to wit:  
**PESOS NINE HUNDRED EIGHTY ONE THOUSAND TWO HUNDRED THIRTY FOUR PESOS ONLY**  
 (P981,234.00), Philippine Currency, over and above all just debts and obligations and property exempt from  
 execution.

BF GENERAL INSURANCE COMPANY, INC.  
 By:

GEORGE F. MERCENE  
 CHIEF, MARKETING  
 UNDERWRITING

SUBSCRIBED AND SWORN to before me this 20th day of APRIL 2015  
 at Manila, Philippines affiant exhibiting to me his Community Tax Certificate and that of the Corporation as above  
 described.

Doc. No. 17

Page No. 4

Book No. XIV

Series of 2015



APPROVED

ATTY. AGUSTIN CABREDO  
 Notary Public for Manila  
 Notarial Commission No. 1115-109  
 Until December 31, 2015  
 Rm. 202, 1st Floor, Bldg. Co.,  
 Roldo No. 26047  
 PTR No. 3734071 / 1-6-15 / Manila  
 IBP Lifetime Member 65067  
 MCLE No. V-0003136 / 07-26-14



Republika ng Pilipinas  
Kagawaran ng Pananalapi  
**KOMISYON NG SEGURO**

LETTER  
SENIOR  
LOOK-ALIKE  
INSURANCE COMMISSION 7/2/14

**KATIBAYAN NG PAGKAMAYKAPANGYARIHAN**

**ITO AY PATUNAY** na ang **BF GENERAL INSURANCE COMPANY, INC.**  
**NG LUNGSOD NG PARAÑAQUE, PILIPINAS**

na isang pang **DI-BUHAY**  
**(FIRE, MARINE, CASUALTY & SURETY)**

na kompanya ng seguro ay nakatugon sa lahat ng mga kailangang hinakda ng batas  
ng Pilipinas kaugnay sa gayong mga kompanya ng seguro, kung kaya pinagkakalooban  
nitong **KATIBAYAN NG PAGKAMAYKAPANGYARIHAN** upang makopagnegosyo ng  
uri ng seguro na itinakda sa itaas hanggang ikalabindalawa ng hatunggabi, ng ikatatumpung  
araw ng Hunyo, taong dalawampung libo't labing-apat  
maliban kung aged na hawin o pigilin ng may makatuwirang dahilan.

Bilang **KATUNAYAN NITO**, inilagda ko ang aking pangalan  
at ikinintal ang Opisyal na Tatak ng aking Tanggapan  
sa Lungsod ng Maynila, Pilipinas. Ito ay may bisa  
mula ika-isa ng Hulyo 2013.



ORIG  
DATE

\*AON  
December

Date Issued

**EMMANUELA E. DOOC**  
Insurance Commissioner  
PURSUANT TO R.A. NO. 10667



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO ST., SAN MIGUEL, MANILA

**NOTICE TO PROCEED**

**MR. ERWIN C. MANARPIIS**

Otus Copy Systems, Inc.  
UD9 David Bldg., 567 Shaw Blvd.  
Wack-Wack East Greenhills, Mandaluyong City

Dear **Mr. Manarpiis**:

This is to inform your company that performance of the obligations specified in the attached Contract for the project, Rental of Photocopying Machines, shall commence upon receipt of this Notice to Proceed.

Very truly yours,

**FLORENCIO B. ABAD**  
Secretary



*Recd by:*  
*[Signature]*  
Erwin Manarpiis  
May 21, 2015