



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MIMAROPA REGIONAL OFFICE

NOTICE OF RENEWAL

December 4, 2023

MS. JENNIFER L. CALAYAG

Project Support Officer
Otus Copy Systems Inc.
10F MG Tower Bldg. No. 75 Shaw Blvd.
Mandaluyong City

This is to inform you that the contract for the Rental of Photocopying Machine for FY 2023 is hereby renewed until December 31, 2024, in the amount of Forty-One Thousand Four Hundred Pesos (P41,400.00) in accordance with GPPB Resolution No. 06-2022, Guidelines on Renewal of Regular and Recurring Services provided under 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

We appreciate your interest in renewing the contract for the Rental of Photocopying Machine and we look forward to your satisfactory performance of your obligations under the project.

Very truly yours,

Digitally signed
by Sanchez
Ricky Lee

RICKY L. SANCHEZ, CESO I.

Director IV
(Head of Procuring Entity)

Received by:

JENNIFER CALAYAG-UMALI

(Signature above printed name)

DECEMBER 4, 2023

(Date and Time of receipt)

RENEWAL OF CONTRACT
RENTAL OF PHOTOCOPYING MACHINE

This RENEWAL OF CONTRACT made and entered into by and between the following:

DEPARTMENT OF BUDGET AND MANAGEMENT MIMAROPA REGIONAL OFFICE, a government agency created by virtue of the laws of the Republic of the Philippines, with principal office address at 2nd Floor CSP Building 815 Quezon Avenue, Barangay Sta. Cruz, Quezon City, represented herein by **its DIRECTOR IV, MR. RICKY L. SANCHEZ**, hereinafter called the "**CLIENT**";

- and -

OTUS COPY SYSTEMS, INC., a stock corporation registered with principal office address at 10F MG Tower, No. 75 Shaw Blvd., Bgy. Daang-Bakal, Mandaluyong City 1552 Metro Manila, herein represented by its Project Support Officer for South Manila Operations, **JENNIFER CALAYAG-UMALI**, hereinafter called the "**LESSOR**".

Collectively, the "**PARTIES**."

WITNESSETH:

WHEREAS, the PARTIES entered into a Contract which was in force and effect from January 1, 2023 until December 31, 2023. A copy of the said Original Contract is herein attached as "ANNEX A" and made an integral part of this Agreement;

WHEREAS, the Guidelines on the Renewal of Regular and Recurring Services¹ provides that the procuring entities may renew the contract not to exceed one (1) year, provided it complies with the conditions stated therein;

WHEREAS, the Head of the Procuring Entity (HoPE) approved the Bids and Award Committee (BAC) Resolution No. 2023-014 recommending the renewal of the contract for the Rental of the Photocopying Machine from January 1, 2024 to December 31, 2024, with a total contract amount of Forty-One Thousand Four Hundred Pesos (P41,400.00);

NOW, THEREFORE, the PARTIES hereby agree as follows:

1. The terms and conditions of the Original Contract shall be read and construed as part of this Agreement, and all terms and conditions of the Original Contract which are not inconsistent with this Agreement shall remain unchanged and in full force and effect.
2. The PARTIES agree to renew the Original Contract/ Purchase Order for an additional period which shall begin immediately upon the expiration of the Original Contract/ Purchase Order, or from January 1, 2024, until December 31, 2024.

JAN 15 2024

IN WITNESS WHEREOF, the parties hereto have signed this Contract on this _____ day of _____, 2024 at 2nd Floor CSP Building 815 Quezon Avenue, Brgy. Sta. Cruz, Quezon City.

DEPARTMENT OF BUDGET AND MANAGEMENT
MIMAROPA REGIONAL OFFICE

OTUS COPY SYSTEMS INC.

by:

Digitally signed by Sanchez Ricky Lee

MR. RICKY L. SANCHEZ, CESO III
DIRECTOR IV

by:

MS. JENNIFER CALAYAG-UMALI
PROJECT SUPPORT OFFICER

SIGNED IN THE PRESENCE OF

JOHN JEFFERSON G. HAMDOA
Administrative officer III

MICHELLE T. FELIPE
Project Support Officer

ACKNOWLEDGMENT

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

BEFORE ME, a Notary Public for and in the City of QUEZON CITY, Philippines on this day of JAN 15 2024, 2024 personally appeared the following:

NAME	VALID ID	VALID UNTIL
MS. JENNIFER CALAYAG-UMALI PROJECT SUPPORT OFFICER		
RICKY L. SANCHEZ, CESO III DIRECTOR IV	DBM ID NO. 3198	


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

This CONTRACT for the NAME OF THE PROJECT was signed by the parties, and their material witnesses on each and every page thereof.

JAN 15 2024

WITNESS MY HAND AND SEAL this _____ day of _____, 2024.

Doc. 63 No ;
Page 14 No ;
Book III No ;
Series of 2024.


ATTY. RIZAL JOSE F. VALMORES
Notary Public for Quezon City
Until December 31, 2024
PTR No. 5091994 / January 2, 2024, Q.C.
IBP No. 329024 / December 15, 2023 Q.C.
Rc# No. 28435
MCLE VII - 0030835
ADM MATTER NO. NP-153 (2023-2024)
Room 201 Margarita Building, No. 28 Matalino St.,
Corner Masikap Ext. Central District, Quezon City