



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT

**NOTICE OF EXTENSION**

December 29, 2023

**MS. MARITES V. POQUIZ**

Branch Manager  
JRS Business Corporation  
#535 Quezon Ave., Barangay II  
City of San Fernando, La Union

Dear **Ms. Poquiz:**

We are pleased to inform you that the contract for the provision of courier services is hereby extended for a period of one month (January 1-31, 2024) in accordance with the 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 extending the contract for the provision of security services and we look forward to your satisfactory performance of your obligations under the project.

Sincerely yours,

**RIA V. BANSIGAN**

Director IV

**Received By:**

(Signature above printed name)

(Date and Time of receipt)



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION I

**NOTICE OF RENEWAL**

January 30, 2024

**MS. MARITES V. POQUIZ**

Branch Manager  
JRS Business Corporation  
#535 Quezon Ave., Barangay II  
City of San Fernando, La Union

Dear Ms. Poquiz:

We are pleased to inform you that the contract for the *Provision of Courier Services* is hereby renewed in accordance with the Guidelines on Renewal of Regular and Recurring Services provided under 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

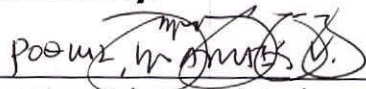
We appreciate your interest in renewing the subject contract and we look forward to your satisfactory performance of your obligations under the project.

Sincerely yours,

  
**RIA V. BANSIGAN**  
Director IV 



**Received By:**

  
\_\_\_\_\_  
(Signature above printed name)

Jan. 31, 2024 -  
\_\_\_\_\_  
(Date and Time of receipt)



# CONTRACT AGREEMENT FOR COURIER SERVICES

THIS CONTRACT AGREEMENT for Courier Services is made and entered into this 30<sup>th</sup> day of January 2024 in the City of San Fernando, La Union, by and between:

**DEPARTMENT OF BUDGET AND MANAGEMENT REGIONAL OFFICE I** (hereinafter called the "Entity") with business address at Government Center, Barangay Sevilla, City of San Fernando, La Union; - and -

**JRS BUSINESS CORPORATION** (hereinafter called the "Provider") with business address at #535 Quezon Avenue, Barangay II, City of San Fernando, La Union.


WHEREAS, the Bids and Awards Committee (BAC) of the Entity recommended to the Director IV, through Resolution No. 2024-3 dated January 29, 2024, the renewal of contract for courier services with the Provider;

WHEREAS, through the same BAC Resolution, the Director IV approved the recommendation of the BAC to renew the services of the Provider.

## NOW, THIS CONTRACT AGREEMENT WITNESSETH AS FOLLOWS:

1. The Entity and the Provider herein agree to renew the courier services being provided by the latter for the period February 1 to December 31, 2024 in the amount equivalent to the cost of actual services to be rendered; and
2. The following documents shall be deemed to form and be read and construed as part of this Contract Agreement, viz:
  - a) Letter dated December 29, 2023 re submission of updated documents;
  - b) Notice of Extension dated December 29, 2023 extending the provision of courier services for one (1) month (January 1-31, 2024); and
  - c) Notice of Renewal dated January 30, 2024.

IN WITNESS whereof, the parties hereto have caused this Contract Agreement to be executed in accordance with the laws of the Republic of the Philippines on the date and place first above written.

  
**RIA V. BANSIGAN, CESO III**  
Director IV  
Department of Budget and Management  
Regional Office I

  
**MARITES V. POQUIZ**  
Branch Manager  
JRS Business Corporation

Witness:

  
**ELIZABETH T. MADRID**

  
**MARGIE LYN E. GACAYAN**



ACKNOWLEDGMENT

JAN 31 2024

BEFORE ME, a Notary Public in and for the City of San Fernando, La Union, this \_\_\_ day of January 2024, personally appeared **DIRECTOR RIA V. BANSIGAN** and **MS. MARITES V. POQUIZ** who have satisfactorily proven to me their identities through the following current identification documents:

Name	Identification Document No.	Valid Until
Dir. Ria V. Bansigan	A05-07-003718	01-24-2034
Ms. Marites V. Poquiz		

That they are the same persons who executed and voluntarily signed the foregoing **Contract Agreement for Courier Services** which consists of two (2) pages, including this page, which they acknowledged before me as their own free voluntary act and deed and that the **Department of Budget and Management Regional Office I** and the **JRS Business Corporation**, which they represent as Director IV and Branch Manager, respectively, with full authority to sign in that capacity.

WITNESS MY HAND AND SEAL this JAN 31 2024 day of January 2024 at the City of San Fernando, La Union.

\_\_\_\_\_

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Book No. 63  
Series of 2024

Notary Public  
Until December 31, 2024  
PTR No. \_\_\_\_\_  
TIN \_\_\_\_\_

**ATTY. ERNESTO V. RAFON, Ph.D**  
**NOTARY PUBLIC UNTIL DECEMBER 31, 2024**  
**SAN FERNANDO CITY, LA UNION 2024**  
**PTR No. 2411365; IBP LIFETIME No. 1068479**  
**TIN No. 172170614; ROLL No. 50981**  
**MCLE No. VII 0029773**