

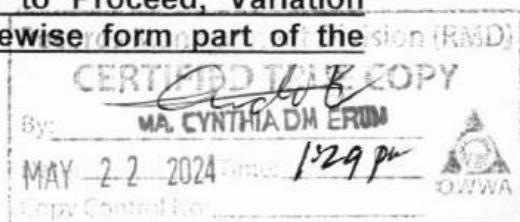
**CONTRACT AGREEMENT NO. 2024-17**

THIS AGREEMENT made the MAY 21 day of 2024 between **OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA)** represented by its **Administrator ARNALDO A. IGNACIO** of OWWA Center Building cor. 7<sup>th</sup> Street and F.B. Harrison St., Pasay City, Philippines (hereinafter called "the Entity") of the one part and **OTUS COPY SYSTEMS, INC.** represented by its **President, Mr. ERWIN C. MANARPIIS** of 10F MG Tower Bldg., #75 Shaw Blvd., Mandaluyong City (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **Bidding for Rental of Five (5) units Full Colour Multi-function Copiers and Eighteen (18) units Monochrome (Black) Copiers for OWWA Central Office** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Six Hundred Sixty-nine Thousand Two Hundred Forty Pesos (Php669,240.00)** (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**



3. In consideration for the sum of **Six Hundred Sixty-nine Thousand Two Hundred Forty Pesos (Php669,240.00)** or such other sums as may be ascertained, **OTUS COPY SYSTEMS, INC.** agrees to **Bidding for Rental of Five (5) units Full Colour Multi-function Copiers and Eighteen (18) units Monochrome (Black) Copiers for OWWA Central Office** in accordance with his/her/its Bid.
4. The **OVERSEAS WORKERS WELFARE ADMINISTRATION** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

*[Signature]*  
**ARNALDO A. IGNACIO**  
 Administrator

*[Signature]*  
**ERWIN C. MANARPIIS**  
 President

For  
**OVERSEAS WORKERS WELFARE  
 ADMINISTRATION**

For  
**OUTS COPY SYSTEMS, INC.**


Signed in the presence of:

*[Signature]*  
**JUAN M. PARCO, JR.**  
 Witness

*[Signature]*  
**JENNIFER GALAYAG-UMALI**  
 Witness

**CERTIFIED FUNDS AVAILABILITY:**

*[Signature]*  
**MARIA GIEZL T. LANUZA**  
 OIC, Accounting Division  
 Amount: ₱ 669,240.00

Records Management Division (RMD)  
**CERTIFIED COPY**  
 OBN: 2024-05-4757  
 By: *[Signature]*  
**MA. CYNTHIA DM. ERUM**  
 MAY 22 2024 Time: 1:29 PM  
 Copy Control No: \_\_\_\_\_  


**ACKNOWLEDGMENT**

Republic of the Philippines)  
City of QUEZON CITY)S.S.

QUEZON CITY MAY 21 2024

BEFORE ME, a Notary Public for in the City of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, personally appeared, **Administrator ARNALDO A. IGNACIO** representing **OVERSEAS WORKERS WELFARE ADMINISTRATION** with Passport No. **S0025945A** issued on **08 SEP 2022** at **DFA MANILA**, and **ERWIN C. MANARPIIS** representing **OTUS COPY SYSTEMS, INC.** with Valid Government Issued ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, known to me to be the same persons who executed this foregoing instrument and that they acknowledged to me that the same is their own free act and voluntary deed as well as the free act and purposes therein set forth.

This instrument, consisting of the abovementioned annexes including the page on which this acknowledgement is written and the documents listed above, refers to an Agreement signed by the parties and their instrumental witness at page 2 and on the left-hand margin of each and every page thereof.

**IN WITNESS WHEREOF**, I have hereunto set my hand and ~~affixed~~ <sup>affixed</sup> my notarial seal at QUEZON CITY, Philippines, this MAY 21 2024 day of \_\_\_\_\_, 2024.

Notary Public

Doc. No.: 330  
Page No.: 07  
Book No.: LV11-A  
Series of 2024

ATTY. [Signature]  
Adm. [Signature]  
P.N. [Signature]

Records Management Division (RMD)  
**CERTIFIED TRUE COPY**  
By: MA. CYNTHIA DM ERUM  
MAY 22 2024 Time: 1:29 PM  
Copy Control No.: \_\_\_\_\_  
OWWA



**NOTICE OF AWARD**

25 April 2024

**Mr. ERWIN C. MANARPIIS**  
President  
**OTUS COPY SYSTEMS, INC.**  
10F MG Tower Bldg.,  
#75 Shaw Blvd.,  
Mandaluyong City

Dear **Mr. Manarpiis**,

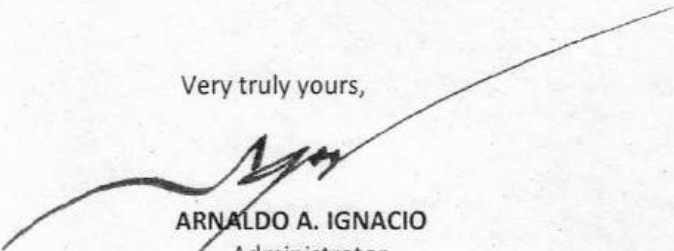
Please be informed that your bid proposal dated 1 April 2024 for the **Bidding for Rental of Five (5) units Full Colour Multi-function Copiers and Eighteen (18) units Monochrome (Black) Copiers for OWWA Central Office** for a contract price of **Six Hundred Sixty-nine Thousand Two Hundred Forty Pesos (Php669,240.00)** only, has been accepted.

You are hereby required to provide within ten (10) calendar days the performance security in any of the form stated in Section 33 of the Bidding Documents. Your failure to provide the performance security shall constitute a sufficient ground for cancellation of the award and forfeiture of the bid security.

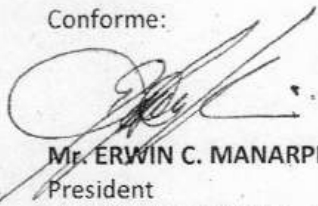
Please acknowledge receipt and acceptance of this notice by signing the space provided below and submit a copy to Procurement and Property Management Division of the Overseas Workers Welfare Administration.

Thank you.

Very truly yours,

  
**ARNALDO A. IGNACIO**  
Administrator

Conforme:

  
**Mr. ERWIN C. MANARPIIS**  
President  
**OTUS COPY SYSTEMS, INC.**

Date: MAY 6, 2024



**NOTICE TO PROCEED**

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

**Mr. ERWIN C. MANARPIIS**  
President  
**OTUS COPY SYSTEMS, INC.**  
10F MG Tower Bldg.,  
#75 Shaw Blvd.,  
Mandaluyong City

Dear **Mr. Manarpiis**,

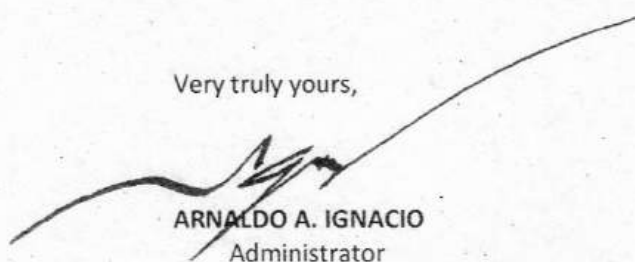
The attached Contract Agreement having been approved, notice is hereby given to **OTUS COPY SYSTEMS, INC.** that the service for the **Bidding for Rental of Five (5) units Full Colour Multi-function Copiers and Eighteen (18) units Monochrome (Black) Copiers for OWWA Central Office** may commence within **15 days** upon receipt of this notice.

Relative thereto, your company's performance is being evaluated by the End-User.

Please acknowledge receipt and acceptance of this notice by signing the space provided below and submit a copy to Procurement and Property Management Division of the Overseas Workers Welfare Administration.

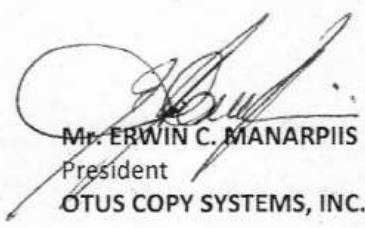
Thank you.

Very truly yours,



**ARNALDO A. IGNACIO**  
Administrator

I acknowledge receipt of this Notice on 21 MAY 2024



**Mr. ERWIN C. MANARPIIS**  
President  
**OTUS COPY SYSTEMS, INC.**