Contract Agreement

THIS AGREEMENT made the __ day of OCT 29, 2021 between
GOVERNMENT ARSENAL, Camp General Antonio Luna, Limay, Bataan of the Philippines
(hereinafter called "the Entity") of the one part and PHILCOPY CORPORATION of # 3-3 1st
Street, New Asinan, Olongapo City (hereinafter called "the Supplier") of the other part:

WHEREAS the Entity facilitated the Procurement Project for the Replacement of
Parts for Kyocera Taskalfa 3011i Photocopier thru Direct Contracting under GA-BAC-DC
# 19-10 and has accepted a Quotation by the Supplier for the supply of those goods and
services in the sum of TWENTY THOUSAND THREE HUNDRED FORTY TWO PESOS
(PhP20,342.00) only (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 Request for Quotation and General Conditions referred to.

2. The following documents shall be deemed to form and be read and construed as part of
   this Agreement, viz.:
   (a) Signed General Conditions;
   (b) Price Proposal submitted by the Supplier;
   (c) Purchase Order;
   (d) Certification of Exclusive Distributorship and Authorization for the
      local supplier; and
   (e) PhilGEPS Certificate or Registration Number

3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter
   mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and
   to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the
   goods and services and the remediing 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 thereto have caused this Agreement to be executed in
accordance with the laws of the Republic of the Philippines on the day and year first before
written.

Signed, sealed, delivered by:

[Signatures]

Daniel R Casabar Jr
Director
Government Arsenal

Ms. Joanna Eclarinal
Authorized Representative
Philcopy Corporation

Signature

SIGNED IN THE PRESENCE OF:

MS. AVELINA C. ALIANGAN
Superintendent
Planning & Logistics Division

MS. JACQUELYN D. CASTRO
Witness
Philcopy Corporation

ATTY. ABEGAIL C. GABRIEL
Arsenal Legal Officer

MS. ALLECIAH D. CARREON
Chief Accountant

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES

CITY OF BALANGA, BATAAN

BEFORE ME, a Notary Public for and in Balanga City, Bataan, Philippines, on this ________ day of _______ 2019 personally appeared:

DANIEL R. CASABAR JR
TIN 120-449-129

MS. JOAN A. ECLARINAL
TIN 169-217-957

MS. JACQUELYN D. CASTRO
TIN 450-586-959

MS. AVELINA C. ALIANGAN
TIN 112-799-761

ATTY. ABEGAIL C. GABRIEL
TIN 406-648-758

MS. ALLECIAH D. CARREON
TIN 432-710-749

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary deed.

WITNESS MY HAND AND SEAL on the date and place above written:

Doc. No. 401
Page No. 39
Book No. 33
Series of 2019

ATTY. DAVID P. PAGUIO,JR.
Notary Public
Until December 31, 2019
PDR No. 4752824/12-21-18 for 2019
PDR No. 1033481/12-21-18 for 2019
NCLE Compliance No. VI-001/6-07-18
Call at Attty. 449/5 S. James City, Bataan
The Republic of the Philippines, duly commissioned and qualified, at Hong Kong SAR on this 16th day of May, 2019.

A.D., personally appeared SATORU KYOGOKU, HOLDER OF HONG KONG IDENTITY CARD M611463(1), ISSUED ON 27 SEPTEMBER 2016 to me known and known to me to be the same person who executed the annexed instrument, and being informed by me of the contents of said instrument, acknowledged before me that he/she executed the same of his/her own free will and deed.

The said party, together with the two instrumental witnesses, signed at the foot of the instrument and on the left hand margin of the other pages hereof, this instrument together with this Acknowledgement being composed of 4 pages.

IN WITNESS WHEREOF, I have hereunto set my hand on these presents and affixed hereon the seal of the Consulate General of the Philippines at Hong Kong SAR this 16th day of May, 2019.

FATIMA G. QUINTIN
Consul
Consul of the Republic of the Philippines

(Seal)

Attachment:
-Certificate of Guarantee
xxxx

* The Consulate General assumes no responsibility for the content of the annexed documents. FEES PAID THEREOF ARE NON-REFUNDABLE
14th May 2019
Document reference: TD/PH/19050701

Philcopy Corporation
P.O. Box 5190, Philcopy Bldg.,
793, J. Rizal St., Makati.
Metro Manila, Philippines

Attention: Mr. Efren Lim Quidilla
President

Sworn Certificate of Guarantee
Exclusive Distributorship Agreement

We, KYOCERA Document Solutions Asia Limited appoint Philcopy Corporation as an exclusive distributor in marketing and servicing KYOCERA Document Solutions brand copiers, laser printers and multi-functional peripheral, software solutions, including related consumables and spare parts in the Philippines. Therefore, Philcopy Corporation is responsible for sales and after sales service for the said products.

Yours faithfully,

KYOCERA Document Solutions Asia Limited

Satoru KYOGOKU, Director

In witness of signature

(1) Motohiro SATO, Vice President
KYOCERA Document Solutions Asia Limited
(2) Waki TOKIWA, Director
KYOCERA Document Solutions Asia Limited
GOVERNMENT ARSENAL
BIDS and AWARDS COMMITTEE

VERIFIED

Chairperson: [Signature]
Vice-Chair: [Signature]
Member: [Signature]
Member: [Signature]
Member: [Signature]
Proud to be a member.
NOTICE OF AWARD

26 SEP 2019
(Date)

MS. JOAN A. ECLARINAL
Authorized Representative
Philcopy Corporation
3 B, 1st St, New Asinan
Olongapo City, Philippines

Dear Ms. Eclarinal:

We are pleased to inform you that your bid submitted on 20 September 2019 for the Procurement Project for the Replacement of Parts for Kyocera Taskalfa 3011i Photocopier under GA BAC DC 19-10 with a contract price equivalent to TWENTY THOUSAND THREE HUNDRED FORTY TWO PESOS (PhP20,342.00), in accordance with the Instructions to Bidders is hereby accepted.

You are hereby required to provide within ten (10) days from receipt hereof the performance security in any of the following form and amount:

<table>
<thead>
<tr>
<th>Form of Performance Security</th>
<th>% of Total Contract Price</th>
<th>Amount of Performance Security, (PhP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Cash, cashier's/manager's check issued by a Universal or Commercial Bank payable to National Treasury for the account of Government Arsenal</td>
<td>5%</td>
<td>1,017.10</td>
</tr>
<tr>
<td>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</td>
<td>30%</td>
<td>6,102.60</td>
</tr>
</tbody>
</table>

Failure to provide the performance security shall constitute sufficient ground for cancellation of the award.

Very truly yours,

DANIEL R. CASABAR, JR
Director

Conforme:

MS. JOAN A. ECLARINAL
Date: 10 Oct 2019
CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

PHILCOPY CORPORATION
Philcopy Bldg. 793 J. P. Rizal Avenue
Makati City Metro Manila

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 22-Jun-2001 pursuant to Section 8.5 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that PHILCOPY CORPORATION has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof. The Procuring Entity reserves the right to verify, validate and ascertain the authenticity, completeness and truthfulness of all the submitted documents during the post-qualification process.

This Certificate is valid until 05-Apr-2020.

Issued this 26th day of March, 2019.

[Signature]
ROSA MARIA M. CLEMENTE
Director IV, PhilGEPS

Documentary Stamp Tax Paid Php 30.00

PhilGEPS Registration No: 2001-1703
Certificate Reference No: 2019009893A
REMINDERS

- The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office’s evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant’s application for registration.

- A merchant’s registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant’s successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.

- The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC’s determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.
# List of Eligibility Documents

of

**PHILCOPY CORPORATION**  
Philcopy Bldg. 793 J. P. Rizal Avenue  
Makati City Metro Manila

| SEC Certificate | Registration Date : 22-Nov-1979  
<table>
<thead>
<tr>
<th></th>
<th>SEC Certificate Number : 89173</th>
</tr>
</thead>
</table>
| Mayor's Permit  | Expiration Date : 31-Dec-2019  
|                 | Permit Number : 25683           
|                 | Place of Issue : MAKATI CITY    
|                 | Signatory : HON. MAR-LEN ABIGAIL S. BINAY  
|                 | Issuance Date : 16-Jan-2019     |
| Tax Clearance   | Expiration Date : 05-Mar-2020   
|                 | TCC Number : 08-049-03-05-475-2019  
|                 | Signatory : BENILDA M. NICOSIA  
|                 | Issuance Date : 05-Mar-2019     |
| Audited Financial Statement | Date of Filing : 10-Apr-2018  
|                             | Current Asset : Php 354,141,790.94  
|                             | Total Asset : Php 389,240,444.78  
|                             | Current Liabilities : Php 322,058,863.12  
|                             | Total Liabilities : Php 322,058,863.12  
|                             | Name of Auditor : GUILLERMA M. GUMERA  
|                             | BIR RDO Code : 49                |
| PCAB License     | Expiration Date :               
|                 | Issued By :                     
|                 | Issuance Date :                 
|                 | License Number :                
|                 | License First Issue Date :      
|                 | Principal Classification :      
|                 | Category :                      |

**PhilGEPS Registration No:** 2001-1703  
**Certificate Reference No:** 2019009893A
project Reference Number: GA-BAC-DC-19-10
Name of the Project: Procurement Project for the Replacement of Parts for Kyocera Taskalfa 3011i Photocopier

PURCHASE ORDER
GOVERNMENT ARSENAL
Agency

Supplier: PHILCOPY CORPORATION
P. O. No.: 2019-10-203
Address: # 3 B- 1st Street New Asinan, Olongapo City
Date: October 4, 2019
Mode of Procurement: Direct Contracting

TIN: 000-169-318-004

Dear Gentlemen,

Please furnish this Office the following articles subject to the terms and conditions contained herein:

<table>
<thead>
<tr>
<th>Stock Property No.</th>
<th>Unit</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kyocera- Mita FK-7105</td>
<td>unit</td>
<td>Replacement Parts for Kyocera Taskalfa 3011i Photocopier</td>
<td>1</td>
<td>20,342.00</td>
<td>20,342.00</td>
</tr>
</tbody>
</table>

***nothing follows***

BASIS: Finance and Management Division

REF: PR No. 2019-08-175;
Page 5 B # 9

PAYMENT TERM:

Payment of ninety five percent (95%) shall be made thru:
Modified Disbursement Scheme (MDS) Checks or
Direct Payment Scheme via bank debit system through issuance of Advice to Debit Account (ADA)
of Supplier (DBM Circular 2013-16 dated December 23, 2013) after delivery and acceptance at the
Government Arsenal.
The remaining five percent (5%) shall be retained to cover warranty obligations, to be released after
three (3) months or upon submission of an equivalent special bank guarantee.

(Total Amount in Words) TWENTY THOUSAND THREE HUNDRED FORTY TWO
PESOS ONLY
Php 20,342.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the underdelivered items.

Very truly yours,

DANIEL R. CASABAR JR.
Director

MS. ALLEGIAH D. CARREON, CPA
Chief Accountant

Date: October 9, 2019

ORS/BURS No.: 02-101101-2019-10-UAP
"RESOLUTION RECOMMENDING THE ISSUANCE OF NOTICE OF AWARD IN FAVOR OF PHILCOPY CORPORATION FOR THE PROCUREMENT PROJECT FOR THE REPLACEMENT OF PARTS FOR KYOCERA TASKALFA 3011i PHOTOCOPIER UNDER RFQ # GA BAC-DC-19-10"

WHEREAS, the Procurement Project for the Replacement of Parts for Kyocera Taskalfa 3011i Photocopier with an Approved Budget for the Contract (ABC) amounting to PhP20,342.00 was programmed in the FY 2019 Annual Procurement Plan under Supplies and Materials (Page 5, Item D-III-B);

WHEREAS, since the parts can be sourced from an exclusive distributor, procurement of the item is recommended to be undertaken thru Direct Contracting;

WHEREAS, being the exclusive distributor of the item, Request for Quotation (RFQ) was served to Philcopy Corporation on 12 September 2019;

WHEREAS, during the opening of quotation on 20 September 2019, Philcopy Corporation has complied with the eligibility requirements, including the submission of Exclusive Distributorship;

WHEREAS, the price proposal in the total amount of PhP20,342.00, inclusive of all costs and applicable taxes, is within the ABC;

WHEREAS, after thorough evaluation conducted by the TWG III, the offer of Philcopy Corporation was accepted;

WHEREAS, the GA TWG III recommended to the GA BAC the declaration of Philcopy Corporation's financial proposal in the total amount of PhP20,342.00 as responsive, and the issuance of corresponding Notice of Award;

RESOLVED FURTHER, the approval and adoption of GA TWG III's recommendation to declare Philcopy Corporation's financial proposal in the amount
of PhP 20,342.00 for the project RFQ#GA-BAC-DC-19-10 as responsive and recommend to the Director, GA the issuance of Notice of Award.

Signed this 24th day of September 2019 at Camp General Antonio Luna, Lamao, Limay, Bataan.

GA BIDS AND AWARDS COMMITTEE

MS. TERESITA L. VITUG
Chairperson

MS. AVELINA C. ALIANGAN
Vice-Chairperson

MS. AMELITA Q. OMADTO
Member

ENGR. JOPARI P. NOCEDA
Member

Approved/Disapproved:

DANIEL R. CASABAR, JR
Director
REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
GOVERNMENT ARSENAL  
Camp General Antonio Luna  
Lamao, Limay, Bataan

REQUEST FOR QUOTATION  
RFQ Nr. GA-BAC-DC # 19-10

The Government Arsenal (GA), through its Bids and Awards Committee, will undertake thru Direct Contracting the **Procurement Project for the Replacement of Parts for Kyocera Taskalfa 3011i Photocopier** in accordance with Section 50 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Procurement Project for the Replacement of Parts for Kyocera Taskalfa 3011i Photocopier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Budget for the Contract</td>
<td>Twenty Thousand Three Hundred Forty Two Pesos Only (PhP20,342.00)</td>
</tr>
<tr>
<td>Grouping and Evaluation of Lot</td>
<td>All items to be grouped together to form one complete lot that will be awarded to one bidder to form one (1) complete contract.</td>
</tr>
<tr>
<td>Specifications</td>
<td>See the attached Annex “A” for specifications</td>
</tr>
<tr>
<td>Delivery Place</td>
<td>Camp Gen. Antonio Luna, Lamao, Limay, Bataan</td>
</tr>
<tr>
<td>Delivery Date</td>
<td>Within <strong>thirty (30) calendar days</strong> from receipt of Purchase Order</td>
</tr>
</tbody>
</table>
| Payment Term | Payment of ninety-five percent (95%) shall be made thru:  
  a) Modified Disbursement Scheme (MDS) Checks or Direct Payment Scheme via bank debit system through issuance of Advice to Debit Account (ADA) of Supplier (DBM Circular 2013-16 dated December 23, 2013) after delivery and acceptance at the Government Arsenal; or  
  b) Letter of Credit (LC) after delivery and presentation of inspection Acceptance Report (IAR) duly signed by the Inspection Acceptance Committee and written advice of payment duly signed by the Director, Government Arsenal. |

The remaining five percent (5%) shall be retained to cover warranty obligations, to be released after three (3) months or upon submission of an equivalent special bank guarantee, and for LC, upon written advice of payment duly signed by the Director, Government Arsenal.

All charges for the opening of LC and / or Incidental expenses thereto (i.e. bank commission, documentary stamp, tax, cable, etc.) shall be for the account of the supplier.
The following are required to be submitted during the submission of proposals:
   a) Price Quotation (Annex “A”)
   b) General Conditions (Annex “B”)
   c) Valid Mayor’s Business Permit
   d) Proof of PhilGEPS Registration or PhilGEPS Registration Number
   e) Certificate of Exclusive Distributorship

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by
the bidder or his / her duly authorized representative/s.

The submission of properly marked & sealed quotation together with the required documents,
addressed to the GA BAC Secretariat is on or before 11:00 a.m. of 20 September 2019 at
Government Arsenal Conference Room, Camp General Antonio Luna, Lamao, Limay, Bataan.

For inquiries, you may contact the following:

Government Arsenal Metro Manila Liaison Office (GAMMLO)
Camp General Emilio Aguinaldo, Quezon City
Contact Person: Mr. Mike Guiller Chua
Telefax : (02) 421-1554

Or

Government Arsenal, Lamao, Limay, Bataan
Contact Person: Ms. Rosario B. Tuazon
   Head, BAC Secretariat
Telefax : (047) 244-5624
E-mail : gabacsecretariat@yahoo.com
gabacsecretariat@gmail.com

Very truly yours,

[Signature]

MS. TERESITA L. VITUG
Chairperson, Bids and Awards Committee
DATE: ____________________________

GA Bids and Awards Committee
Government Arsenal
Camp Gen. Antonio Luna,
Lahao, Limay, Bataan

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the items:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QTY</th>
<th>Unit ABC (PhP)</th>
<th>Bid PhP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement of Parts for Kyocera Taskalfa 3011i Photocopier</td>
<td>unit</td>
<td>1</td>
<td>20,342.00</td>
<td></td>
</tr>
<tr>
<td>Kyocera – MITA FK-7105</td>
<td>unit</td>
<td>1</td>
<td>20,342.00</td>
<td></td>
</tr>
</tbody>
</table>

The above quoted prices are inclusive of all costs and applicable taxes.

Note: For item/s with no quotation/s, please write “No bid” or “No quote”. If no price is indicated, the quotation shall be considered as non-responsive. Specifying a zero (0) or a dash (-) for the item would mean that it is being offered for free to the Government Arsenal. —Section 32.2.1a RA 9184.

Very truly yours,

Name / Signature of Bidder/Representative

Name of Company

Contact No.

TIN
GENERAL CONDITIONS

1. The acceptance of the Purchase Order (PO) is an affirmation that the supplier has the capability and responsibility to deliver the items as per quantity, specification, price and delivery period.

2. Performance Bond in any of the following forms must be submitted within ten (10) calendar days from receipt of the Notice of Award (NOA).

<table>
<thead>
<tr>
<th>Form of Performance Security</th>
<th>Amount of Performance Security (Not less than the Percentage of the Total Contract Price)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Cash, cashier’s/manager’s check issued by a Universal or Commercial Bank payable to National Treasury for the account of Government Arsenal.</td>
<td></td>
</tr>
<tr>
<td>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td>
<td>Five percent (5%)</td>
</tr>
<tr>
<td>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td>
<td>Thirty percent (30%)</td>
</tr>
</tbody>
</table>

In case of failure to deliver/request for cancellation of order without justifiable cause, the Government Arsenal shall have the right to confiscate the Performance Bond as may be deemed necessary.

3. When delivery of items cannot be made within the stipulated time, extension of delivery maybe granted upon written request and approval before the default is incurred, subject to the following conditions:

   a. When delay has been caused by an act of the Government, force majeure or to conditions clearly beyond the supplier’s control; and

   b. Supplier’s failure to meet the delivery due date will authorize the Government Arsenal thru its Procurement Officer to impose any or all the following:
• A penalty or a deduction from Invoice value as liquidated damages in the amount of 1/10 of 1% for each day of delay of the total value of the Order or of the total undelivered portion thereof.

• The Government Arsenal will purchase in the open market the undelivered items and charge the defaulting suppliers the excess in price, if any.

• Refusal by the defaulting supplier to shoulder the price difference shall be a ground for disqualification in the future bids.

4. If the delivered materials is rejected and not in accordance with the specifications, it will be considered as if no delivery has been made, hence the supplier is given ten (10) calendar days to replace the delivery after receipt of written notice. All rejected materials shall be withdrawn from the place of delivery at the expense of the supplier within five (5) days from receipt of notice. Failure to withdraw beyond the specified period shall relieve the Government Arsenal from any liability that may arise therefrom.

5. In the event that any or all items in the P.O. cannot be delivered for reasons beyond control, the supplier shall inform officially in writing the Procurement Officer, Government Arsenal DND, Limay Bataan.

Signature of Bidder/Authorized Representative
Over Printed Name

Contact Nr./E-mail address

Date: ___________________________