

RENTAL AGREEMENT

THE PUBLIC IS INFORMED:

This Rental Agreement is executed between:

The **BASES CONVERSION AND DEVELOPMENT (BCDA)**, a government instrumentality vested with corporate powers, created by virtue of Republic Act No. 7227, as amended, with office and postal address at the BCDA Corporate Center, 2/F Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City, represented by its Executive Vice President, **AILEEN AN. R. ZOSA**, duly authorized for this purpose by the BCDA Board as evidenced by Item 18, Letter G, page 27 of the approved BCDA Manual of Approval dated November 22, 2017 marked herein as Annex A.

and

OTUS COPY SYSTEMS, INC., a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines with principal office address at 10F MG Tower No. 75 Shaw Boulevard, Brgy. Daang-Bakal, Mandaluyong City, represented herein by its Authorized Representative, **CLAIRE B. JOSEPH**, duly authorized for this purpose as evidenced by the Secretary's Certificate dated February 24, 2022 which is hereto attached as Annex B.

BCDA and the Supplier may individually be referred to as Party or collectively as Parties

- ANTECEDENTS -

BCDA is in need of twenty (20) units of color multifunction copy machines for the day to day demand of its printing and photocopying machines. However, the purchase of these machines may not be advantageous to the government because of its high cost of maintenance and repair.

The most advisable and cost-efficient way of satisfying this demand for printing and photocopying services is through the rental of these multifunction copy machines.

The BCDA invite Bids for certain goods and ancillary services, viz., for the rental of twenty (20) units of color multifunction copy machines for the day to day demand of its printing and photocopying services and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Two Million Nine Hundred Eighty Five Thousand Seven Hundred Ten Pesos Only (Php2,985,710.00)** inclusive of VAT and all applicable taxes and fees (herein called "the Contract Price").

ACCORDINGLY, the Parties agree as follows:

CERTIFIED TRUE COPY

TINA ROSE R. VILLA
Officer-in-Charge
BCDA RECORDS OFFICE
APR 21 2022

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 shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) the Supplier's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g. bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring BCDA's bid evaluation;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract;
 - (f) the Performance Security; and
 - (g) the BCDA's Notice of Award.
3. In consideration of the payments to be made by the BCDA to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the BCDA to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The BCDA 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 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 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.

**BASES CONVERSION AND
DEVELOPMENT AUTHORITY**

OTUS COPY SYSTEMS, INC.

Aileen An. R. Zosa
AILEEN AN. R. ZOSA
 Executive Vice President

Claire B. Joseph
CLAIRE B. JOSEPH
 Authorized Representative

SIGNED IN THE PRESENCE OF:

Virgil M. Alvarez
VIRGIL M. ALVAREZ
 Vice President, ICTD

Michelle Camille Acilo
MICHELLE CAMILLE ACILO

CERTIFIED TRUE COPY

Tina Rose R. Villa
TINA ROSE R. VILLA
 Officer-in-Charge
 BCDA RECORDS OFFICE



Records Administration Division

FX2022 - 0100

Handwritten signatures and initials at the bottom of the page.

ACKNOWLEDGEMENT

Republic of the Philippines)
City of Taguig City) S.S.

BEFORE ME, a Notary Public for and in the City of Taguig City, this APR 19 2022, 2022, personally appeared the following:

	Name	Government - Issued ID	Expiry Date
1.	Aileen An. R. Zosa	Passport – P0189020B	09 January 2029
2.	Claire B. Joseph	BIR - 234-325-547-000	not applicable

Known to me and to me known to be the same persons who executed the foregoing instruments as:

	POSITION	COMPANY
1.	Executive Vice President	Bases Conversion and Development Authority
2.	Authorized Representative	Otus Copy Systems, Inc.

And they acknowledge to me that the same are their own free act and deed, as well as the free and voluntary act of the entities they represent.

SIGNED AND SEALED on APR 19 2022 2022 in Taguig City.

Doc. No. 39 ;
Page No. 09 ;
Book No. 03 ;
Series of 2022.

CERTIFIED TRUE COPY
[Signature]
TINA ROSE R. VILLA
Officer-in-Charge
BCDA RECORDS OFFICE

[Signature]
MARICEL C. CORONACION-SANTOS
NOTARY PUBLIC FOR AND IN TAGUIG CITY
NOTARIAL COMMISSION EXTENDED UNTIL JUNE 30, 2022
ROLL OF ATTORNEYS NO. 63834
IRP NO. 178142 / 2-14-2022 / RIZAL
RPC NO. A-5395113 / 02-03-22 / TAGUIG CITY
REGISTRATION NO. VII-0005758 / 30 JULY 2021

[Signatures]
Page 3 of 3

ACKNOWLEDGEMENT

Republic of the Philippines)
City of _____) S.S.

BEFORE ME, a Notary Public for and in the City of _____, this _____, 2022, personally appeared the following:

	Name	Government - Issued ID	Expiry Date
1.	Claire B. Joseph	BIR - 234-325-547-000	not applicable
2.	Aileen An. R. Zosa	Passport – P0189020B	09 January 2029

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2.	Authorized Representative	Otus Copy Systems, Inc.

And they acknowledge to me that the same are their own free act and deed, as well as the free and voluntary act of the entities they represent.

SIGNED AND SEALED on _____ 2022 in _____.

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of 2022.

CERTIFIED TRUE COPY

TINA ROSE R. VILLA
Officer-in-Charge
BCDA RECORDS OFFICE



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

JOSEPH, CLAIRE BALAGUER

TIN: **234-325-547-000**

UNIT 7 ELENA CMPE., 100H SAN

AGUSTINE AVE., PALATIW

PASIG CITY


BIRTH DATE: 12/14/1981

ISSUE DATE: 01/27/2020




SIGNATURE

CERTIFIED COPY OF A PHOTOCOPY


TINA ROSE R. VILLA
Officer-in-Charge
BCDA RECORDS OFFICE

No.	Item	Upon Recommendation of
171	Vacation Sick Privilege Leave, within the Philippines for 15 days or more for all positions	Concerned Department Head through ODMD and CSG Head
172	Vehicle assignment deployment to a particular office: use of vehicle to an office or entity, government or private, internal or external	CSG Head
173	Rehabilitation Leave on job-related injuries for all positions	CSG Head
174	Conduct of seminars, trainings, team building, and physical fitness activities	CSG Head
175	Request for new provision of mobile data or wi-fi as well as post-paid line and cellcard for ranks SG 24 and below	Concerned Group Head
176	Filing Submission of claims for Directors and Officers Liability Fund (DOLF)	DOLF Committee (based on DOLF policy)
177	Performance Ratings of Group Heads, subject to review by P.CEO	
178	<p>Procurement covered by R.A. 9184 and its revised IRR for Goods with an ABC of above ₱1 Million to ₱10 Million and below as well as for Consulting Services and Infrastructure with an ABC of ₱10 Million and below:</p> <ul style="list-style-type: none"> a. Authority to procure b. Approved budget for the contract (ABC) c. Terms of Reference (TOR) d. Award of Contract e. BAC Resolution on re-bidding, authority to enter into negotiated procurement, use of alternative methods of procurement and delegation of authority to the concerned end-user or to the Procurement Division (involving goods) to process procurement using the allowed alternative methods of procurement, if applicable f. BAC Resolution on the ranking of shortlisted bidder/s and declaration of highest rated bid (HRB) for the procurement of Consulting Services with an ABC of ₱10 Million and below g. Contract h. Cancellation/termination of procurement, award, or contract i. Amendment to Order above ₱1 Million to ₱10 Million and below for Goods 	<p>Group Head of end-user (a, b, c, g, h, i, and j)</p> <p>BAC (d, e, f, and h)</p>

TINA ROSA R. VILLA
Officer-in-Charge
BCDA RECORDS OFFICE

J

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Y

3
[Signature]

SECRETARY'S CERTIFICATE

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

X-----X

CERTIFIED TRUE COPY

Tina R. Villa
TINA ROSA R. VILLA
Officer-in-Charge
BCDA RECORDS OFFICE

AFFIDAVIT

I, **REYNALDO V. SILVINO**, of legal age, married, Filipino, with business address at 10th Floor MG Tower, No. 75 Shaw Boulevard, Mandaluyong City, after being duly sworn to in accordance with law do hereby depose and state:

That I am the duly elected **Corporate Secretary** of **OTUS COPY SYSTEMS, INC.**, a Corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, **DO HEREBY CERTIFY**, that:

That at the special meeting of the Board of Directors of the said corporation, duly called and held at the principal office on **February 14, 2022** at which a quorum was present and voting throughout the following resolution was unanimously approved to wit:

RESOLUTION NO. : BP 031-003-22NE

"**RESOLVED**, that any of the following representatives whose specimen signature/initials and copy of acceptable government issued Identification Cards with signatures as attachments, is/are authorized to sign in behalf of the Corporation, to procure and submit bid documents, and represent solely for the purpose of complying with the : -

ONE (1) YEAR RENTAL OF TWENTY (20) COLOR MULTIFUNCTION COPY MACHINES

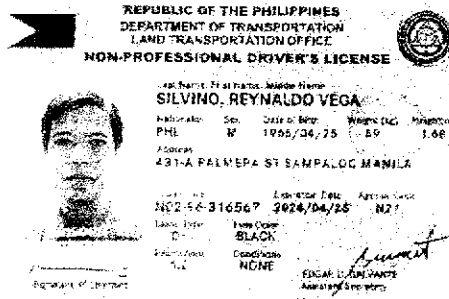
FOR BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)

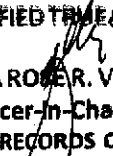
	NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS
1	ERWIN C. MANARPIIS	Passport ID	<i>[Signature]</i>	<i>[Initials]</i>
2	MARCELO DELFIN, III	Driver's License	<i>[Signature]</i>	<i>[Initials]</i>
3	CLAIRE B. JOSEPH	BIR ID	<i>[Signature]</i>	
4	MICHELLE CAMILLE ACILO	UMID ID	<i>[Signature]</i>	<i>[Initials]</i>

CERTIFIED ORIGINAL / TRUE COPY
AUTHORIZED REPRESENTATIVE

IN WITNESS WHEREOF, I have hereunto set my hand this 24th of February, 2022 at Mandaluyong City, Philippines.


REYNALDO V. SILVINO
Corporate Secretary



CERTIFIED TRUE COPY

TINA ROBER VILLA
Officer-in-Charge
BCDA RECORDS OFFICE

ACKNOWLEDGEMENT


FEB 24 2022

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2022 at QUEZON CITY, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his LTO issued Driver's License, with his photograph and signature appearing thereon, with no. N02-96-316567.

Witness my hand and seal this FEB 24 2022 day of _____, 2022.

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. 334
Page No. 34
Book No. XI
Series of 2022

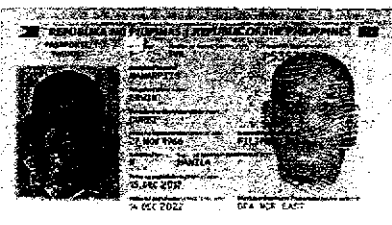


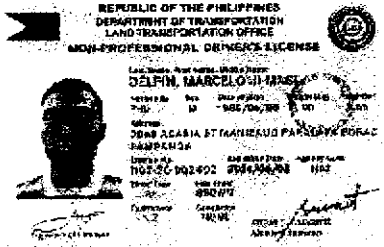
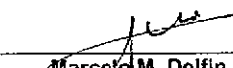
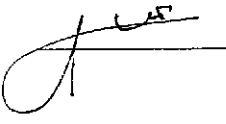
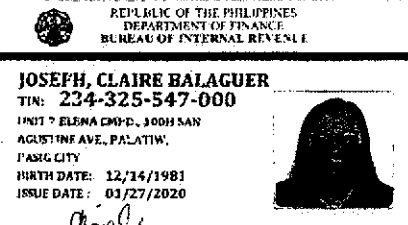

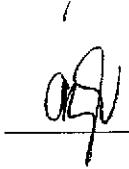
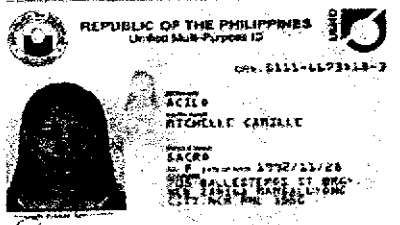
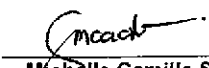


ATTY. ROGELIO J. SOLVAR
NOTARY PUBLIC IN QUEZON CITY
AM Adm. Matter No. 204 June 21, 2021 to Dec. 31, 2022
IBP O.R. No. 132154 MD 2022 & IBP O.R. No. 133076 MD 2022
PTR O.R. No. 246255 D 1/3/22 / Roll No. 33832/TIN# 129-871-009
MCLE No. V1-0025583 valid from 12/16/19 until 04/14/22 Quezon City
Address: 31-F Harvard St., Cubao, Q.C.

CERTIFIED ORIGINAL / TRUE COPY


AUTHORIZED REPRESENTATIVE

R. L.

PROOF OF IDENTITY OF AUTHORIZED REPRESENTATIVES

Government Issued IDs	Name and Signature	Initials
 <p>Passport ID</p>	 Erwin G. Manarpiis Area Manager for South-West Manila Operations	
 <p>Driver's License</p>	 Marcelo M. Delfin, III Area Manager for North-East Manila Operations	
 <p>BIR ID</p>	 CLAIRE B. JOSEPH Projects Support Officer for North & East Manila Operations	
 <p>UMID ID</p>	 Michelle Camille S. Acilo Projects Support Officer for North & East Manila Operations	

Attested by:

CERTIFIED TRUE COPY

 TINA ROSE R. VILLA
 Officer In-Charge
 BCDA RECORDS OFFICE


 REYNALDO V. SILVINO
 Corporate Secretary

CERTIFIED ORIGINAL / TRUE COPY
 AUTHORIZED REPRESENTATIVES
