

**RENTAL AGREEMENT FOR TWENTY EIGHT (28)
COLOR MULTIFUNCTION COPY MACHINES FOR CY 2025**

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

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, **ATTY. GISELA Z. KALALO**, duly authorized for the purpose by the BCDA Revised Manual of Approval dated 22 November 2017, Page 27, Issue No. 002, 178 marked hereto 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 10th Floor, MG Tower No. 75 Shaw Boulevard, Mandaluyong City, represented herein by its authorized representative, **CLAIRE B. JOSEPH**, duly authorized for this purpose as evidenced by the Secretary's Certificate dated _____ 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-eight (28) 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 invites Bids for certain goods and ancillary services, viz., for the rental of twenty-eight (28) 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 Seventy-Two Thousand Pesos Only (Php2,972,000.00)**, inclusive of VAT and all applicable taxes and fees (herein called "the Contract Price").


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ACCORDINGLY, the Parties agree 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 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.
5. This Agreement adopted the Rental Agreement that was previously reviewed and approved by the Office of the Government Corporate Counsel (OGCC) under Contract Review No. 134, series of 2017 and BCDA Legal Services Department (LSD) Legal Review No. 2025-001.

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**


GISELA Z. KALALO
Executive Vice President

OTUS COPY SYSTEMS, INC.


CLAIRE B. JOSEPH
Authorized Representative

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SIGNED IN THE PRESENCE OF:

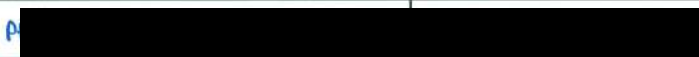

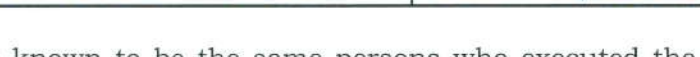
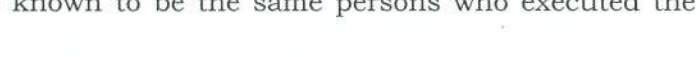
VIRGIL M. ALVAREZ
Vice President, ICTD

ROVELYN D. NATIVIDAD
Otus Copy Systems, Inc.

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 02 2025, 2025 personally appeared the following:

Name	Government Issued ID	Expiry Date
1. Gisela Z. Kalalo		
2. Claire B. Joseph		

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 02 2025 2025 in Taguig City.

Doc No. 338;
Page No. 69;
Book No. 5;
Series of 2025.



ATTY. MARICEL C. CORONACION-SANTOS
NOTARY PUBLIC FOR AND IN TAGUIG CITY
NOTARIAL COMMISSION UNTIL DECEMBER 31, 2025
ROLL OF ATTORNEYS NO. 63834
IBP NO. 497152 / 1-03-2025 / RIZAL
PTR NO. 6453958 / 1-07-2025 / TAGUIG CITY
MCLE COMPLIANCE NO. VIII-0004912 / 11-20-2023

SECRETARY'S CERTIFICATE

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X
CITY OF MAKATI

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 7, 2025** at which a quorum was present and voting throughout the following resolution was unanimously approved to wit:

RESOLUTION NO. : BP 019-013-2025CBJ

"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-EIGHT (28) COLOR MULTIFUNCTION COPY MACHINES FOR CY 2025, (PROJECT IDENTIFICATION NO.: BG2025-046)"
of the **BASES CONVERSION AND DEVELOPMENT AUTHORITY - MAIN**

	NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS
1	CLAIRE B. JOSEPH	PHILIPPINE PASSPORT		
2	JENNIFER CALAYAG-UMALI	PHILIPPINE PASSPORT		
3	ROVELYN D. NATIVIDAD	PHILIPPINE POSTAL ID		
4	MICHELLE T. FELIPE	PHILIPPINE PASSPORT		

CERTIFIED ORIGINAL / TRUE COPY

AUTHORIZED REPRESENTATIVE(S)

Secretary's Certificate Page 2 of 3

IN WITNESS WHEREOF, I have hereunto set my hand this 17TH day of FEBRUARY, 2025 at
CITY OF MAKATI Philippines.

REYNALDO V. SILVINO
Corporate Secretary



ACKNOWLEDGEMENT

FEB 17 2025

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2025
at CITY OF MAKATI, 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.

FEB 17 2025

Witness my hand and seal this _____ day of _____, 2025.

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. 387
Page No. 79
Book No. 81
Series of 205

ATTY. ROMEO M. MONFORT

Until December 31, 2025
Appointment No. M-032 (2024-2025)
PTR No. 10466008 Jan. 02, 2025/Makati City
IBP No. 488534 Dec. 27, 2024
MCLE NO. VII-0027570 Roll No. 27932
101 Urban Ave. Campos Rueda Bldg.
Brgy. Pio Del Pilar, Makati City

CERTIFIED ORIGINAL / TRUE COPY
AUTHORIZED REPRESENTATIVE(S)

PROOF OF IDENTITY OF AUTHORIZED REPRESENTATIVES

Government Issued IDs	Name and Signature	Initials
 Philippine Passport	 _____ Claire B. Joseph Sales Manager	 _____
 Philippine Passport	 _____ Jennifer Calayag-Umali Projects Support Officer for South & Central Manila Operations	 _____
 Postal ID	 _____ Rovelyn D. Natividad Projects Supports Officer for North Area	 _____
 Philippine Passport	 _____ Michelle T. Felipe Projects Support Officer – Business Development	 _____

Attested by: 
REYNALDO V. SILVINO
Corporate Secretary

CERTIFIED ORIGINAL / TRUE COPY

AUTHORIZED REPRESENTATIVE(S)

<p>Republic of the Philippines Office of the President</p> <p>BCDA Bases Conversion and Development Authority</p>	BASES CONVERSION AND DEVELOPMENT AUTHORITY	Page No. Page 27
	Manual of Approval	Issue No. 002
		BOD Approval Date 22 Nov. 2017

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 ODM 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>