

**CONTRACT  
FOR THE RENTAL OF OFFICE EQUIPMENT (PHOTOCOPIING MACHINES)  
FOR THE GSIS CENTRAL OFFICE**

This Contract is made and executed on this \_\_\_ day of 8 JUN 2020 2020 at Quezon City, Philippines, by and between:

The **GOVERNMENT SERVICE INSURANCE SYSTEM**, a social insurance institution created under Commonwealth Act No. 186, as amended, and operating under its present Charter, Republic Act No. 8291, otherwise known as the GSIS Act of 1997, with principal office address at the GSIS Headquarters Building, Financial Center Area, Pasay City, represented herein by **ATTY. DIONISIO C. EBDANE, JR.**, Executive Vice President, Support Services Sector, hereinafter referred to as the "**GSIS**";

and

The **OTUS COPY SYSTEMS, INCORPORATED**, a corporation duly organized and operating under the laws of the Philippines, with its principal place of business at 10F MG Tower 75 Shaw Blvd., Brgy. Daang-Bakal Mandaluyong City, represented herein by **ERWIN C. MANARPIIS**, General Manager for South Manila Operation, hereinafter referred to as the "**LESSOR**".

**RECITALS**

**WHEREAS:**

1. The **GSIS** invited Bids for the one (1) lot rental of forty-two (42) units of photocopied machines, hereinafter the "**MACHINES**" to improve the efficiency of its operations and delivery of services.
2. The **LESSOR** submitted the Lowest Calculated and Responsive Bid, representing that it has the resources and the capability to meet the requirements as defined under the Official Bid Documents, and the **GSIS** has accepted said Bid.

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the parties have agreed and stipulated as follows:

1. The following Official Bid Documents shall be deemed integral parts of this Contract:
  - 1.1 Request for Proposal;
  - 1.2 Instruction to Bidders;
  - 1.3 Bid Data Sheet;
  - 1.4 Supplemental Bid Bulletin;
  - 1.5 Bid Form and Price Schedule submitted by the **LESSOR**;
  - 1.6 Schedule of Requirements;
  - 1.7 Technical Specifications;
  - 1.8 Term of Reference;
  - 1.9 General Conditions of the Contract;
  - 1.10 Special Conditions of the Contract; and
  - 1.11 Notice of Award.

Certified True Copy  
of the Original  
RMD, OSIS  
ALICE E. SAMPANAN  
Staff Officer II  
Records Management



The Official Bid Documents and this Contract contain all the agreements of the parties and replace and supersede any understanding, communications and representations, whether verbal or written, between the parties.

2. The words, terms and phrases stated in this Contract shall have the same meanings as are respectively assigned to them under the Official Bid Documents.
3. In consideration of the Contract Price of **Six Million Five Hundred Thirty Four Thousand Pesos (Php6,534,000.00)** to be paid by the **GSIS**, the **LESSOR** hereby covenants with the **GSIS** to provide the **MACHINES** in conformity with the Official Bid Documents and this Contract.
4. The **GSIS** shall pay the Contract Price at the time and in the manner prescribed by the Official Bid Documents and this Contract. It is understood that all applicable taxes, including Documentary Stamp Tax (DST), if any, shall be borne by the **LESSOR**. For this purpose, the **LESSOR** acknowledges that the **GSIS** is not a withholding agent for DST and hereby undertakes and commits itself to make direct payments to the BIR of any DST that may be imposed in the execution and/or performance of this Contract. The **LESSOR** shall provide the **GSIS** with proof of such payment.
5. Any damage to the systems, facilities and equipment of the **GSIS** due to the negligence, theft or pilferage, directly or indirectly, caused by the **LESSOR's** personnel shall be immediately repaired, restored or replaced by the **LESSOR** for its own account. If the **LESSOR** fails to carry out such repair, restoration or replacement within ten (10) days from the request of the **GSIS**, any expenses for such repair, restoration or replacement made by the **GSIS** shall be for the account of the **LESSOR** to be deducted from the Contract Price.
6. During the effectivity of this Contract, the **LESSOR** shall not assign or transfer its contractual obligations without the prior written consent of the **GSIS**. Any act in violation of this provision shall be sufficient ground for the termination of this Contract.
7. The parties are independent entities and no agency, partnership, joint venture, employment or formal business arrangement of any kind is created by this Contract. Neither shall the personnel or employees of the **LESSOR** be deemed employees of the **GSIS**. Hence, the **GSIS** shall not in any way be liable or responsible for any personal injuries or damages, including death, sustained or caused by any of the employees of the **LESSOR**.
8. In the event that the **LESSOR** fails to perform its contractual obligations within the agreed period as specified in this Contract, the **GSIS** shall deduct from the Contract Price, as liquidated damages, a sum equivalent to at least one-tenth of one percent (0.1%) of the cost of the unperformed portion of the contract per day of delay but not to exceed ten percent (10%) of the Contract Price. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the Contract Price, the **GSIS** may rescind the contract, without prejudice to other course of action and remedies available to it under the law and equity. The damages herein provided are fixed and the **GSIS** shall not be required to adduce proof thereof.

Should the **GSIS** be constrained to file a suit to obtain relief against the **LESSOR**, the latter shall be liable to pay an amount equivalent to twenty percent (20%) of that amount claimed in the complaint as attorney's fees, aside from the costs of litigation and other expenses which the **GSIS** is entitled to recover from the **LESSOR**; provided, however, that in an action

Certified True Copy  
of the Original  
BMD, GSIS  
ALICE F. REYES  
Staff Officer 4  
Human Resources Div.  
11/1/18

brought by the LESSOR for whatever cause arising under this Contract, should it be adjudged not to be entitled to the relief sought, the GSIS as the prevailing party shall be entitled to such reasonable attorney's fees, costs of litigation and other costs it may have incurred by reason of such action.

10. The LESSOR shall defend, indemnify and hold harmless the GSIS, the members of its Board of Trustees, its officials, agents and employees, against all claims, losses, liabilities and damages, and to pay all claims, judgments, awards, costs and expenses arising out of or in connection with the LESSOR's acts or omissions, unless such claims are due solely to the negligence of the GSIS. Costs inclusive of expert witness fees and other legal expenses shall be charged against the account of the LESSOR.
11. If any term, condition or any part of the provisions of the Official Bid Documents and this Contract is determined to be invalid, void or unenforceable to any extent, such term, condition or provision shall be severed from the remaining provisions which shall continue to be valid and enforceable to the fullest extent permitted by law.
12. Any action arising from arbitration or other modes of dispute settlement under the Official Bid Documents and this Contract shall be brought by the aggrieved party exclusively before the proper court in the City of Pasay.
13. This Contract and the Official Bid Documents shall be subject to the pertinent provisions of R.A. No. 9184, otherwise known as the Government Procurement Reform Act, its Revised Implementing Rules and Regulations, and other related laws, rules and regulations.

IN WITNESS WHEREOF, the parties have duly executed this Contract on the date and place first above written.

**GOVERNMENT SERVICE  
INSURANCE SYSTEM**

By:

(Original Signed)

*ATTY. DONISIO C. EBDANE, JR.*  
Executive Vice President  
Support Services Sector

**OTUS COPY SYSTEMS,  
INCORPORATED**

By:

(Original Signed)

*ERWIN C. MANARPIIS*  
General Manager  
South Manila Operations

**SIGNED IN THE PRESENCE OF:**

(Original Signed)

*ATTY. RACQUEL D. DE GUZMAN  
BUENSALIDA*  
Senior Vice President  
Corporate Services Group

(Original Signed)

*JENNIFER L. CALAYAG*  
Projects Support Officer for  
South Manila Operations

Certified True Copy  
of the Original  
RMD, GSIS  
*ATTY. E. MANARPIIS*  
South Manila Operations  
6/18/20

**Certified Funds Available**  
Php 1,782,000.00  
(01 April 2020 to 31 December 2020)

(Original Signed)

**CAROLINA D. GARLIT**  
OIC-Vice President, *FI Systems Maintenance and Other Accounting Services Office*

Php2,376,000.00 (01 January to 31 December 2021)

**CAROLINA D. GARLIT**  
OIC-Vice President, *FI Systems Maintenance and Other Accounting Services Office*

Php2,376,000.00 (01 January to 31 December 2022)

**CAROLINA D. GARLIT**  
OIC-Vice President, *FI Systems Maintenance and Other Accounting Services Office*

**Certified Included in the GSIS  
2020 Annual Procurement  
Plan**

(Original Signed)

**PATRICIO O. GONZALES**  
OIC-GEAC Secretariat  
2020-011 - PB - 042

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
**PASAY CITY** ) S.S.

BEFORE ME, a Notary Public for and in the City of QUEZON CITY, this  
day of 18 JUN 2020, 2020, personally appeared:

<u>Name</u>	<u>Government-Issued ID</u>	<u>Date/Place of Issuance</u>
<b>ATTY. DIONISIO C. EBDANE, JR.</b> (In representation of the GSIS)	GSIS ID No. 7339	Pasay City
<b>ERWIN C. MANARPIIS</b> (In representation of Otus Copy System, Inc.)	Passport No. P5353326A	DFA NCR East

known to me and to me known to be the same persons, **ATTY. DIONISIO C. EBDANE, JR.**, in representation of the **GSIS** as a juridical person, and **ERWIN C. MANARPIIS**, in representation of **OTUS COPY SYSTEMS, INC.**, as a juridical person, who executed the foregoing **Contract for the Rental of Office Equipment (Photocopying Machines)** for the **GSIS Central Office** consisting of four (4) pages including the page on which this Acknowledgment is written, signed by the parties and their witnesses on each and every page thereof, and acknowledged to me that the same is their free and voluntary act and deed, and of the entities they represent.

**WITNESS MY HAND AND NOTARIAL SEAL** on the date and the place stated above.

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Page No. 63  
Book No. 991-e  
Series of 2020.

**ATTY. NICKOLAS MARIN M. BRIGLAS**  
Notary Public  
Commission No. 40474, Exp. 12/31/2022  
Tulay, Quezon City, Metro Manila  
MOR 2014 No. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 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1016, 1017, 1018, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030, 1031, 1032, 1033, 1034, 1035, 1036, 1037, 1038, 1039, 1040, 1041, 1042, 1043, 1044, 1045, 1046, 1047, 1048, 1049, 1050, 1051, 1052, 1053, 1054, 1055, 1056, 1057, 1058, 1059, 1060, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069, 1070, 1071, 1072, 1073, 1074, 1075, 1076, 1077, 1078, 1079, 1080, 1081, 1082, 1083, 1084, 1085, 1086, 1087, 1088, 1089, 1090, 1091, 1092, 1093, 1094, 1095, 1096, 1097, 1098, 1099, 1100, 1101, 1102, 1103, 1104, 1105, 1106, 1107, 1108, 1109, 1110, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 1119, 1120, 1121, 1122, 1123, 1124, 1125, 1126, 1127, 1128, 1129, 1130, 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1138, 1139, 1140, 1141, 1142, 1143, 1144, 1145, 1146, 1147, 1148, 1149, 1150, 1151, 1152, 1153, 1154, 1155, 1156, 1157, 1158, 1159, 1160, 1161, 1162, 1163, 1164, 1165, 1166, 1167, 1168, 1169, 1170, 1171, 1172, 1173, 1174, 1175, 1176, 1177, 1178, 1179, 1180, 1181, 1182, 1183, 1184, 1185, 1186, 1187, 1188, 1189, 1190, 1191, 1192, 1193, 1194, 1195, 1196, 1197, 1198, 1199, 1200, 1201, 1202, 1203, 1204, 1205, 1206, 1207, 1208, 1209, 1210, 1211, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1219, 1220, 1221, 1222, 1223, 1224, 1225, 1226, 1227, 1228, 1229, 1230, 1231, 1232, 1233, 1234, 1235, 1236, 1237, 1238, 1239, 1240, 1241, 1242, 1243, 1244, 1245, 1246, 1247, 1248, 1249, 1250, 1251, 1252, 1253, 1254, 1255, 1256, 1257, 1258, 1259, 1260, 1261, 1262, 1263, 1264, 1265, 1266, 1267, 1268, 1269, 1270, 1271, 1272, 1273, 1274, 1275, 1276, 1277, 1278, 1279, 1280, 1281, 1282, 1283, 1284, 1285, 1286, 1287, 1288, 1289, 1290, 1291, 1292, 1293, 1294, 1295, 1296, 1297, 1298, 1299, 1300, 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315, 1316, 1317, 1318, 1319, 1320, 1321, 1322, 1323, 1324, 1325, 1326, 1327, 1328, 1329, 1330, 1331, 1332, 1333, 1334, 1335, 1336, 1337, 1338, 1339, 1340, 1341, 1342, 1343, 1344, 1345, 1346, 1347, 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1680, 1681, 1682, 1683, 1684, 1685, 1686, 1687, 1688, 1689, 1690, 1691, 1692, 1693, 1694, 1695, 1696, 1697, 1698, 1699, 1700, 1701, 1702, 1703, 1704, 1705, 1706, 1707, 1708, 1709, 1710, 1711, 1712, 1713, 1714, 1715, 1716, 1717, 1718, 1719, 1720, 1721, 1722, 1723, 1724, 1725, 1726, 1727, 1728, 1729, 1730, 1731, 1732, 1733, 1734, 1735, 1736, 1737, 1738, 1739, 1740, 1741, 1742, 1743, 1744, 1745, 1746, 1747, 1748, 1749, 1750, 1751, 1752, 1753, 1754, 1755, 1756, 1757, 1758, 1759, 1760, 1761, 1762, 1763, 1764, 1765, 1766, 1767, 1768, 1769, 1770, 1771, 1772, 1773, 1774, 1775, 1776, 1777, 1778, 1779, 1780, 1781, 1782, 1783, 1784, 1785, 1786, 1787, 1788, 1789, 1790, 1791, 1792, 1793, 1794, 1795, 1796, 1797, 1798, 1799, 1800, 1801, 1802, 1803, 1804, 1805, 1806, 1807, 1808, 1809, 1810, 1811, 1812, 1813, 1814, 1815, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 1824, 1825, 1826, 1827, 1828, 1829, 1830, 1831, 1832, 1833, 1834, 1835, 1836, 1837, 1838, 1839, 1840, 1841, 1842, 1843, 1844, 1845, 1846, 1847, 1848, 1849, 1850, 1851, 1852, 1853, 1854, 1855, 1856, 1857, 1858, 1859, 1860, 1861, 1862, 1863, 1864, 1865, 1866, 1867, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 1877, 1878, 1879, 1880, 1881, 1882, 1883, 1884, 1885, 1886, 1887, 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 200