

# SERVICE AGREEMENT FOR THE PROVISION OF PHOTOCOPYING SERVICES

## KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into by and between:

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)**, a national government agency created under Republic Act No. 7796, with office address at TESDA Complex, East Service Road, South Luzon Expressway, Taguig City, Metro Manila, herein represented by its Director General/Secretary, **GUILING A. MAMONDIONG**, and hereinafter referred to as the "**FIRST PARTY**";

-and-

**E-COPY CORPORATION**, a stock corporation registered with principal office address at 65 Sen. Gil Puyat Avenue, Palanan, Makati City, herein represented by its President, **BONIFACIO C. TY**, hereinafter referred to as the "**SECOND PARTY**";

## WITNESSETH

**WHEREAS**, the **FIRST PARTY** conducted a competitive bidding for the Provision of Photocopying Services for TESDA Central Office (January 2017 to December 2017) with an Approved Budget for the Contract (ABC) of **Two Million Seven Hundred Seventy-Four Thousand One Hundred Fifty Pesos and 52/100 (Php2,774,150.52)**;

**WHEREAS**, during the bid opening scheduled last 22 November 2016 at 2:12 p.m. at the CSA Conference Room, 2<sup>nd</sup> Floor of TESDA Administration Building in Taguig City, the **SECOND PARTY** passed the eligibility requirements pursuant to Sections 23 and 25 of Rule VIII of the Revised Implementing Rules and Regulations of Republic Act No. 9184. Its proposal had been found to be compliant with the requirements of the **FIRST PARTY** with a bid offer amounting to **Two Million Sixty-Four Thousand Pesos (Php2,064,000.00)**;

**WHEREAS** upon careful evaluation of all the eligibility, technical and financial requirements, the **SECOND PARTY** had been found to be the Single Calculated and Responsive Bidder pursuant to Section 36 (b) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 through TESDA Bids and Awards Committee (BAC) Resolution No. 01-2017 dated 06 January 2017;

**NOW, THEREFORE, IN VIEW OF THE FOREGOING**, the **PARTIES** hereunto agree on the following terms and conditions:

## TERMS AND CONSIDERATIONS

### 1. EQUIPMENT SERVICE

The **SECOND PARTY** obligates and binds itself to provide twenty-eight (28) units of Black and White and one (1) unit of Full-Color Copier/Printer within the contract period.



**Particulars:**

OFFICE	NO. OF MACHINES
Office of the Director General (ODG)	1
Office of the Deputy Director General for Policies and Planning (ODDG-PP)	1
Office of the Deputy Director General for TESD Operations (ODDG-TESDO)	1
Office of the Deputy Director General for Communities and Local Government Unit Services (ODDG-CLGUS)	1
Office of the Deputy Director General for Partnerships and Linkages (ODDG-PL)	1
TESDA Board Secretariat	1
Planning Office (PO)	1
National Institute for Technical Education and Skills Development (NITESD)	2
NITESD-Marikina	1
Certification Office (CO)	1
Partnerships and Linkages Office (PLO)	1
Qualifications and Standards Office (QSO)	1
Administrative Service (AS)	1
Financial and Management Service (FMS)	1
Public Information Unit (PIU)	1
TESDA Development Institute (TDI)	1
Foreign Scholarship Training Program Unit (FSTPU)	1
eTESDA-PMO	1
TESDA Scholarships-PMO	1
National Language Skills Institute (NLSI)	1
Special Projects	1
Green Technology Center (GTC)	1
Human Resource Development Institute-Korea Technological and Cooperation Center (HRDI-KTCC)	1
Legal Division, AS	1
Records Section, GSD-AS	4
<b>TOTAL</b>	<b>29</b>

Unit Specifications:

(1) Black & White – 28 units Copier

Model	Unit
Sharp Model AR-M700U/Finisher	2
Sharp Model AR-M620U/Finisher	2
Sharp Model AR-M550U	4
Sharp Model AR-M450	20
<b>TOTAL</b>	<b>28</b>

(2) Color – 1 unit Copier

Sharp Full Color Copier Model MX-4501N	1
<b>GRAND TOTAL</b>	<b>29</b>

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## 2. SERVICE CHARGES

The **FIRST PARTY** shall pay the **SECOND PARTY** rental service charges as follows:

- |                         |                  |  |
|-------------------------|------------------|--|
| a. Black & White copier | Php0.59 per copy | Straight Rate (No minimum copy volume requirement) |
| b. Color copier         | Php9.00 per copy | Straight Rate (No minimum copy volume requirement) |

## 3. DEPOSIT AND DELIVERY OF MACHINE

The **SECOND PARTY** shall waive the deposit amount and installation fee for the machines to be installed.

## 4. CALCULATION OF CHARGES

- Rental Service Charges are computed from the date of installation of the **SECOND PARTY**'s machines as evidenced by the Delivery Receipt signed by the **FIRST PARTY** for installation;
- The representatives of the **FIRST PARTY** and the **SECOND PARTY** shall in each month on the date of closing shown on the meter reading card enter the meter reading for the month in the card and certify thereunto; and
- Unit copy charge is based on the number of net copies reported monthly on the meter reading card.

## 5. PAYMENT OF ACCOUNTS

- The **FIRST PARTY** shall be billed monthly by the **SECOND PARTY** for black and white photocopy with no minimum copy volume at Fifty-Nine Centavos (Php0.59) per copy and for colored photocopy with no minimum copy volume at Nine Pesos (Php9.00) per copy. Further, the **SECOND PARTY** shall be paid based on the unit copy charge and on the number of net copies reported monthly on the meter reading card but not to exceed the Approved Budget for the Contract (ABC) amounting to Two Million Seven Hundred Seventy-Four Thousand One Hundred Fifty Pesos and 52/100 (Php2,774,150.52).
- All accounts shall be payable monthly to the **SECOND PARTY** within fifteen (15) working days from the date indicated in the invoice. Acknowledgement of receipt of the consumables by the **FIRST PARTY**'s representative is sufficient to establish the **SECOND PARTY**'s claim of the **FIRST PARTY**'s Purchase Order.

6. The **SECOND PARTY**'s machines including all their accessories shall remain the property of the **SECOND PARTY** and the **FIRST PARTY** undertakes not to claim ownership or title thereof. The **FIRST PARTY** shall not make any alterations on the machines nor sell, dispose, transfer, rent, pledge or mortgage them.



7. The **FIRST PARTY** shall pay the **SECOND PARTY** for any loss or damage on the **SECOND PARTY**'s machines and their consumables and spare parts caused by the **FIRST PARTY**'s willful act, fault or negligence except damage due to ordinary wear and tear caused by everyday use and factors beyond the control of the **FIRST PARTY**.

**8. SERVICES**

- The **SECOND PARTY** will make regular inspection and adjustment at least once every two (2) weeks to keep the **SECOND PARTY**'s machine in good working condition;
- Replacement of parts of the **SECOND PARTY**'s machines shall be supplied by and repair of deficient machines shall be effected by the **SECOND PARTY** without any charge against the **FIRST PARTY** within five (5) calendar days from receipt of proper notice made by the **FIRST PARTY**;
- Servicing shall be done during regular working hours only.

9. The **FIRST PARTY** shall use the consumables provided by the **SECOND PARTY**. Any damage caused on the machines as a result of, due to, in connection with, or because of the use of unauthorized consumables not supplied by **SECOND PARTY** shall be for the account of the **FIRST PARTY**.

10. The **FIRST PARTY** shall be allowed maximum copy spoilage of two percent (2%) of gross copies per month or actual spoiled copies, whichever is lesser, upon presentation of spoilage to the **SECOND PARTY**'s authorized representative.

11. The **SECOND PARTY** shall assign two (2) key operators who shall report to the **FIRST PARTY** from Mondays to Fridays at 8:00 AM to 5:00 PM except holidays. It is understood that the two (2) key operators shall be the representatives of the **SECOND PARTY**. In addition, the **SECOND PARTY** shall train the personnel whom the **FIRST PARTY** will assign to operate the **SECOND PARTY**'s machines free of charge.

12. The **SECOND PARTY**'s machines shall be installed at a place approved by the **SECOND PARTY** and the **FIRST PARTY**, and when relocating the machines, the **FIRST PARTY** shall communicate beforehand with the **SECOND PARTY** that shall carry out the relocation and all expenses for such relocation shall be borne out and paid by the **FIRST PARTY**. Should the **FIRST PARTY** opt to transport the machines themselves, it is understood that the **FIRST PARTY** shall be liable for any damage or loss of the machines including parts, consumables and accessories therein.

13. This Agreement shall commence upon installation of the twenty-nine (29) machines at the locations set forth by the **FIRST PARTY** and shall be from March 01, 2017 to December 31, 2017.

14. This Agreement may be terminated any time, in case either **PARTY** violates any of the provisions of this Agreement subject to prior notice to the other **PARTY**. Notice of termination shall be made in writing within fifteen (15) calendar days prior to the intended date of termination.

*[Handwritten signature]*

7