



Republic of the Philippines  
PROCUREMENT DEPARTMENT  
Quezon City Government



2103001

NOW THEREFORE, for and in consideration of the foregoing premises and of the mutual covenants and undertakings hereinafter provided, the parties hereto agree, as they have hereby agreed, as follows:

Section 1. *Deliverables.* Pursuant to and in accordance with the Contract Documents provided herein, the **SUPPLIER** undertakes to deliver to the **CITY** the website software required by the Project, the technical specifications of which are defined under Section VII. Technical Specifications of the Bidding Documents and the subsequent Supplemental Bid Bulletins, if any, and the Terms of Reference, which includes

- i. Delivery and Configuration of IT Infrastructure
- ii. Systems Development and Customization of the Civil Registry Information System Program Refresh (CRISPER)
- iii. Migration of existing Database and Files from previous Digitization projects
- iv. Digitization services, encoding and uploading to system of newly scanned documents
- v. Development of a backup system

Section 2. *Contract Documents.* The following documents shall be read and deemed incorporated in this Agreement, viz.:

- (a) Invitation to Bid;
- (b) Bid Bulletins, if any;
- (c) Instruction to Bidders;
- (d) Bid Data Sheet;
- (e) General Conditions of Contract;
- (f) Special Conditions of Contract;
- (g) Schedule of Requirements;
- (h) Technical Specifications;
- (i) Notice of Award;
- (j) Bid Form;
- (k) Schedule of Prices;
- (l) Performance Security;
- (m) Post Qualification Report;
- (n) Notice to Proceed

The documents mentioned above shall be collectively referred to as "Contract Documents".

Section 3. *Term.* This Agreement shall be effective for the period of one (1) year commencing on APR 08 2021 and ending on APR 07 2022.

Section 4. *Delivery Schedule.* The **SUPPLIER** shall deliver to the **CITY** the required deliverables based on the Project Milestones stated in the Bidding Documents, as follows:



MA. JOSEFINA G. BELMONTE  
City Mayor

MILESTONES	CALENDAR DAYS
Delivery of Project Management Plan and Hardware	Within 60 days upon the receipt of the Notice to Proceed (NTP)
Development and Customization of the Civil Registry Information System Program Refresh (CRISPER)	Within 90 days upon receipt of NTP
Migration of existing Database and Files from previous Digitization projects	Within 90 days upon receipt of NTP
Scanning, encoding and uploading services	One year duration upon the receipt of the NTP or the completion of 1,000,000 documents including migrated files whichever comes first
Knowledge Transfer/Training	Within one year upon the receipt of the NTP
Documentation	Within one year upon the receipt of the NTP

**Section 5. Contract Price.** In consideration of the complete and faithful delivery of the deliverables defined herein and the performance of any and all obligations of the SUPPLIER under this Agreement, the SUPPLIER shall be paid the total amount of Seventeen Million Pesos (Php17,000,000.00) inclusive of the 12% Value Added Tax (VAT) (the "Contract Price").

**Section 6. Terms of Payment.** Payment to the SUPPLIER shall be based on the following schedule:

MILESTONES	PERCENTAGE BILLING
Upon delivery of Project Management Plan and Hardware	30%
Upon completion and acceptance of CRISPER and migration of database records and scanned documents equivalent to 4,553,883	40%
Upon completion of digitization activities 1 year or the completion of One Million (1,000,000) documents whichever comes first.	30%
	100%

The processing of payments will entail the approval by the CITY of the SUPPLIER's complete documentation and deliverables before invoices may be processed for payment. The CITY likewise reserves the right to validate billing/invoice before payment of fees.

**Section 7. Price Adjustment.** The Contract Price shall be fixed and there shall be no price adjustment and escalation for the duration of the Agreement until and unless there



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PROCUREMENT DEPARTMENT  
Quezon City Government



2103001

exists an extraordinary circumstance as may be determined by the National Economic Development Authority that may warrant an increase of the Contract Price in accordance with Section 61 of the Implementing Rules and Regulations of RA 9184, otherwise known as the Government Procurement Reform Act.

*Section 8. Standard of Performance.* The **SUPPLIER** shall, consistent with the TOR, perform the required services and carry out its obligations with all due diligence, efficiency and economy. It shall observe the highest degree of standards based on industry practice.

*Section 9. Penalties.* The **SUPPLIER** shall be liable for penalty for any breach of contract under all applicable laws, issuances and regulations.

*Section 10. Liquidated Damages.* It is understood and agreed that time is of the essence of this Agreement. In the event the **SUPPLIER** refuses or fails to completely supply and deliver to the **CITY** the requirements for the **Project** defined herein within the delivery schedule provided under Section 3 hereof at no fault of the **CITY**, the **SUPPLIER** shall be liable for liquidated damages in the amount equivalent to one tenth of one percent (1/10 of 1%) of the Contract Price for every day of delay until the **Project** is completely delivered: *Provided*, that, the total cumulative amount of liquidated damages shall not exceed ten percent (10%) of the Contract Price: *Provided*, further, that, once the cumulative amount of liquidated damages exceeds ten percent (10%) as provided herein, the **CITY**, in accordance with Section 68 of the IRR of R.A. 9184, may rescind or terminate this Agreement without prejudice to other remedies and other courses of action available to the **CITY** under this Agreement and pursuant to any and all applicable laws.

*Section 11. Authority to Deduct Penalties and Liquidated Damages.* For purposes of assessment and enforcement of the penalties and liquidated damages provided in the immediately preceding sections, the **CITY**, upon written notice to the **SUPPLIER**, is hereby authorized to deduct any amount due as penalty and/or liquidated damages from any amount due or may become due and owing to the **SUPPLIER** or from any and all bonds or securities posted by the **SUPPLIER** in favor of the **CITY**, at the option of the latter. It is hereby agreed and understood that the imposition of penalty and assessment of liquidated damages are cumulative and not alternative remedies of the **CITY** under this Agreement.

*Section 12. Assignment and Sub-contracting.* This Contract or any portion hereof shall not be assigned, transferred or ceded to any other party/ies without the written consent of the **CITY**. **SERVICE PROVIDER** is further prohibited from sub-contracting any obligations in this contract to any other party.

*Section 13. Representations and Warranties of the Supplier.* The **SUPPLIER** hereby represents and warrants to the **CITY** as follows:

- a. The **SUPPLIER** is an entity duly organized, validly existing and in good standing under the laws of the Republic of the Philippines.
- b. The **SUPPLIER** has full legal right, power and authority to carry on its present business, to own its properties and assets, and to execute and deliver this Agreement and all other documents executed, or required or necessary to be executed pursuant thereto, and to perform and observe the terms and conditions thereof.
- c. All appropriate and necessary corporate and legal actions have been taken by it to authorize the execution and delivery of this Agreement, and all other documents

MA. JOSEFINA G. BELMONTE

City Mayor

NOEL T. YAP

Proprietor



Republic of the Philippines  
PROCUREMENT DEPARTMENT  
Quezon City Government



2103001

executed, or required or necessary to be executed pursuant thereto and the performance of all provisions, conditions, covenants, and other terms hereof and thereof, as well as all the transactions contemplated herein.

d. This Agreement and all other documents executed, or required or necessary to be executed pursuant thereto, constitute, or when executed and delivered pursuant thereto, will constitute its legal, valid and binding obligations, enforceable in accordance with their respective terms.

e. The execution and delivery of this Agreement and all other documents executed, or required or necessary to be executed pursuant thereto and the performance of its obligations hereunder will not:

i. conflict with its Articles of Incorporation, By-Laws or other constitutive documents, as may be applicable;

ii. conflict with, result in the breach of, or constitute an event which would either immediately or with the lapse of time or giving of notice or both, result in a default under, or accelerate the performance required by, the terms of any agreement, document, contract, instrument or commitment to which it is a party or by which it or any of its assets is bound;

iii. conflict with or require any written consent or approval under any judgment, order, writ, decree, permit or license to which it is a party or by which any of its assets is bound; or

iv. require the written consent or approval of any other party to any agreement, document, contract, instrument or commitment to which it is a party or by which any of its assets is bound.

f. There are no actions, suits or proceedings existing, pending or, threatened against or directly affecting the **SUPPLIER** and/or any of its assets before any court, arbitrator or governmental or administrative body or agency that affect the validity or enforceability of this Agreement or that would affect the ability of the **SUPPLIER** to perform its obligations hereunder.

g. No event has occurred and is continuing which might materially and adversely affect the carrying out of its obligations under this Agreement.

h. It is in compliance with all applicable laws and regulations in connection with the delivery of the Project.

i. Each of the representations and warranties herein shall survive the execution of this Agreement and shall be deemed repeated during the effectivity of this Agreement.

*Section 14. Indemnification.* The **SUPPLIER** shall indemnify and save the **CITY** and all its officers, employees, personnel and persons acting as agents or representatives and render them free and harmless from any and all claims, actions, liabilities, losses and suits which may be brought or instituted against them arising out of or resulting from the **SUPPLIER's** supply, delivery and performance of its obligations under this Agreement.

*Section 15. Events of Default of the Supplier.* Any of the following shall constitute an Event of Default under this Agreement:

a. When the **SUPPLIER** becomes insolvent, or commits or suffers any act of bankruptcy, which term shall include: (i) the filing of a petition, by or against the **SUPPLIER**, in any bankruptcy, insolvency, administration, suspension of payment, reorganization, winding-up or liquidation proceeding, or any other proceeding analogous in purpose and effect; (ii) the making of an assignment by the **SUPPLIER** for the benefit of its creditors; (iii) the admission in writing by the **SUPPLIER** of its inability

MA. JOSEFINA G. BELMONTE

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Republic of the Philippines  
PROCUREMENT DEPARTMENT  
Quezon City Government



2103001

to pay its debts; (iv) the entry of any order of judgment of any competent court, tribunal or administrative agency or body confirming the bankruptcy or insolvency of the SUPPLIER or approving its reorganization, winding-up or liquidation, or (v) the lawful appointment of a receiver or trustee to take possession of the properties of the SUPPLIER;

b. When the SUPPLIER suspends or discontinues all or a substantial portion of its business operations, whether voluntarily or involuntarily, for a period of at least sixty (60) days;

c. Any material breach by the SUPPLIER of any of its warranty, representation or covenant made under this Agreement.

*Section 16. Consequences of Default.* Upon occurrence of any Events of Default under this Agreement, the CITY may declare the SUPPLIER in default and shall have the right to:

- Terminate this Agreement;
- Call on the Performance Security to answer for any and all damages of whatever nature suffered by the CITY resulting or arising from the SUPPLIER's default; and
- Take such other steps or actions against the SUPPLIER for the full protection and enforcement of the CITY's rights and interests.

*Section 17. Compliance with Laws, Ordinances and Regulations.* The Parties shall comply with any and all laws, ordinances and regulations of the national and local government applicable to or binding upon the parties hereto. For this purpose, any and all pertinent provisions of RA 9184 and its IRR, and other applicable laws and regulations are deemed written and incorporated in this Agreement. In case of conflict between any of the provisions of this Agreement and those of the applicable laws and regulations, the latter shall prevail.

*Section 18. Indemnities and Attorney's Fees.* Should any of the parties resort to court action in order to enforce their respective rights under this Agreement, the prevailing party or its successors-in-interest shall be entitled to be indemnified by the other party by way of attorney's fees, a reasonable sum equivalent to the actual amount of fees paid or to be paid by the prevailing party.

*Section 19. Notification.* All notices and communications shall be done in writing and shall be directed as follows:

CITY : OFFICE OF THE CITY MAYOR  
c/o Bids and Awards Committee Secretariat  
2nd Floor Finance Bldg, Quezon City Hall Complex,  
Elliptical Road, Diliman, Quezon City

SUPPLIER : NOEL T. YAP  
ESTANIEL ENTERPRISES  
7A March Street Congressional Village,  
Bahay Toro, Quezon City



Republic of the Philippines  
PROCUREMENT DEPARTMENT  
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2103001

*Section 20. Effectivity.* This Agreement shall be effective upon execution by the parties hereto.

*Section 21. Miscellaneous Provisions.*

a. This Agreement, including the documents and/or agreements specifically incorporated herein by reference, constitutes the entire agreement between the parties. This Agreement may be amended and supplemented in writing at any time as decided and agreed upon by mutual consent of the parties.

b. This Agreement and all documents related thereto shall be binding upon and inure to the benefit of the parties herein and/or their respective heirs, agents, representatives, successors-in-interest, and assigns. The **SUPPLIER** shall not assign its rights and obligations under this Agreement without the written consent of the **CITY**.

c. This Agreement embodies the entire arrangement or agreement of the parties and no undertaking, verbal or otherwise, in relation thereto, shall exist between the parties except as herein expressly set forth.

d. The parties hereby certify that they have read or caused to be read to them all the provisions of the foregoing Agreement, receipt of a signed copy of which is hereby expressly acknowledged by the parties and that they have fully understood the same.

e. The parties hereby represent and warrant that they have the necessary power and corporate authority to execute and deliver this Agreement and perform their obligations as incorporated herein and that such execution, delivery and performance do not and will not contravene any provision of their respective Articles of Incorporation, by-laws, any agreements or instruments to which they are a party or any laws or regulations of any governmental authority.

f. If any provision of this Agreement be declared by any court or other authorized agency of the government to be null and void, the nullity thereof shall not affect the validity of this transaction or any other provisions herein which shall then be considered as valid and binding between the parties.

g. Any and all disputes arising from the implementation of this Agreement shall be submitted to arbitration in the Philippines according to the provisions of RA 876, otherwise known as the "Arbitration Law" and RA 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004": Provided, that, by mutual agreement, the parties may agree in writing to resort to other alternative modes of dispute resolution.

IN WITNESS WHEREOF the parties have hereunto set their hands to this Agreement on \_\_\_\_ day of APR 08 2021 2021, at Quezon City, Philippines

QUEZON CITY GOVERNMENT

ESTANIEL ENTERPRISES

By:

By

MA. JOSEFINA G. BELMONTE  
City Mayor

NOEL T. YAP  
Proprietor



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2103001

SIGNED IN THE PRESENCE OF:

RUBY G. MANANGU  
City Accounting Department

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES }  
\_\_\_\_\_ } S.S.

BEFORE ME, a Notary Public for and in APR 08 2021, this \_\_\_\_\_, personally appeared:

Name

Competent Proof of Identity

HON. MA. JOSEFINA G. BELMONTE, in her  
capacity as Mayor of the Local Government of  
Quezon City

OCM - 0081744  
GOVERNMENT ID

NOEL T. YAP, in his capacity as the proprietor of  
Estaniel Enterprises

DRIVER'S LICENSE# N02-83-003774  
VALID UNTIL: MARCH 10, 2023

all known to me and to me known to be the same persons who executed this Agreement,  
and they acknowledged to me that the same is their free and voluntary act and deed, and  
the free and voluntary act and deed of the parties which they respectively represent.

I certify that the foregoing Agreement, signed by the parties and their instrumental  
witnesses, consists of eight (8) pages, including this page on which the acknowledgement  
is written.

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

Doc. No. 311;  
Page No. 63;  
Book No. 201;  
Series of 2021.



ATTY. MARK JOSEPH E. MARCELO  
NOTARY PUBLIC  
ROOM 402 PM BLDG. MATALINO ST. QC  
ROLL NO. 69314 / NOTARIAL NO. 259  
UNTIL DECEMBER 31, 2021  
PTR NO. 7377353 / 1-08-10 / Q.C.  
IBP NO. 016606 / MCLE NO. VI-0026095