



Section 1. Scope of Work. Pursuant to and in accordance with the Contract Documents provided herein, the **SERVICE PROVIDER** undertakes to provide a faster, efficient, timely and secured delivery of the required services as defined herein, which shall include, but is not limited to, the following scope:

- a. Pick-up of documents and other matters from the CCRD and deliver to the requesting party/recipient, within the period specified or three (3) calendar days from pick-up.
- b. In instances where the recipient cannot be located, or delivery is not effected at the first attempt for reasons not due to the fault of the provider, the latter shall pursue the delivery up to three (3) more attempts provided that it shall immediately inform the CCRD for further instructions. The CCRD may then modify delivery details to assist in the succeeding deliveries. Should succeeding deliveries remain unsuccessful, the provider shall return the document(s) to the CCRD, stating the reasons and proof of non-delivery thereof.
- c. Issuance of documents and other printed matter shall be made only to the recipient or to its authorized representative, and only upon presentation and verification by the provider of the authenticity of the identification card/s presented by the recipient or its authorized representative.
- d. Return to the CCRD any undelivered document or other matters within three (3) calendar days from dispatch.
- e. Submit to CCRD the certified weekly summary report supported by proof of deliveries or other form of verification not later than three (3) working days after the end of every week.
- f. Submit to CCRD the Billing/Statement of Accounts every end of the month based on the actual number of deliveries made per month.

The **SERVICE PROVIDER**'s delivery system must be able to link with the Automated Document Delivery System of the CCRD to enable real-time monitoring of delivery activity.

Section 2. Contract Documents. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:

- (a) Invitation to Bid;
- (b) Instruction to Bidders;
- (c) Bid Data Sheet;
- (d) General Conditions of Contract;
- (e) Special Conditions of Contract;
- (f) Schedule of Requirements;
- (g) Technical Specifications;
- (h) Terms of Reference (TOR);
- (i) Supplemental Bid Bulletin, if any;
- (j) Bid Form;
- (k) Schedule of Prices;
- (l) Notice of Award;
- (m) Notice to Proceed;
- (n) Obligation Request;
- (o) Certificate of Availability of Fund (CAF);
- (p) Performance Security; and
- (q) Any and all other documents submitted to the City during the course of the procurement process.

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


MA. JOSEFINA G. BELMONTE
City Mayor


ELISA NIEVERAS
Authorized Representative


MARIA EMPERATRIZ C. REGIS
Authorized Representative



Section 3. Term. This Agreement shall be effective for the period commencing on JAN 01 2024 and ending on DEC 31 2024 or until the allocated budget has been consumed, whichever comes first.

Section 4. Contract Price. In consideration of the complete and faithful delivery of the Services required and performance of any and all obligations of the SERVICE PROVIDER under this Agreement, the SERVICE PROVIDER shall be paid for the entire duration of the Agreement the total amount of **TWO MILLION TWO HUNDRED FIFTY THOUSAND PESOS AND 00/100 ONLY (Php2,250,000.00)** inclusive of the 12% Value Added Tax (VAT) (the "Contract Price") in accordance with the payment schedule and subject to the conditions set forth hereof.

Section 5. Terms of Payment. The payment of the Contract Price shall be made on a monthly basis based on actual deliveries made within forty-five (45) days from receipt of the Billing Statement/Statement of Accounts.

Any payment shall be based on the actual services rendered in accordance with the scope of services/deliverables and service performance standards which shall be validated and certified correct by the CITY.

Section 6. Project Cost Adjustment. As stated in Republic Act 9184, otherwise known as the Government Procurement Reform Act, Section 61.2, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the Government of the Philippines, promulgated after the date of bid opening, [such as, but not limited to, increase in minimum daily wage pursuant to law or new wage order], a contract price adjustment shall be made on a no loss-no gain basis.

Section 7. Standard of Performance. The SERVICE PROVIDER 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 8. Penalties. The SERVICE PROVIDER shall be liable for penalty for any breach of contract under all applicable laws, issuances and regulations.

Section 9. Liquidated Damages. It is understood and agreed that time is of the essence of this Agreement. In the event the SERVICE PROVIDER refuses or fails to completely supply and deliver to the CITY the Services defined herein within the delivery schedule provided under Section 3 hereof at no fault of the CITY, the SERVICE PROVIDER 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.

MA. JOSEFINA G. BELMONTE
City Mayor

ELIZA NIEVERAS
Authorized Representative

MARIA EMPERATRIZ C. REGIS
Authorized Representative



Section 10. Authority to Deduct Penalties and Liquidated Damages. For purposes of assessment and enforcement of the penalties and liquidated damages in the immediately preceding sections, the CITY, upon written notice to the SERVICE PROVIDER, 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 SERVICE PROVIDER or from any and all bonds or securities posted by the SERVICE PROVIDER 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 11. 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 12. Representations and Warranties of the Service Provider. The SERVICE PROVIDER hereby represents and warrants to the CITY as follows:

- a. The SERVICE PROVIDER is a corporation duly organized, validly existing and in good standing under the laws of the Republic of the Philippines.
- b. The SERVICE PROVIDER 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 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;
 - 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

MA. JOSEFINA G. BELMONTE
City Mayor

ELIJA NIEVERAS
Authorized Representative

MARIA EMPERATRIZ C. REGIS
Authorized Representative



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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 **SERVICE PROVIDER** 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 **SERVICE PROVIDER** 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 13. Indemnification. The **SERVICE PROVIDER** 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 **SERVICE PROVIDER's** supply, deliver and performance of its Services under this Agreement.

Section 14. Events of Default of the Service Provider. Any of the following shall constitute an Event of Default under this Agreement:

a. When the **SERVICE PROVIDER** becomes insolvent, or commits or suffers any act of bankruptcy, which term shall include: (i) the filing of a petition, by or against the **SERVICE PROVIDER**, 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 **SERVICE PROVIDER** for the benefit of its creditors; (iii) the admission in writing by the **SERVICE PROVIDER** of its inability 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 **SERVICE PROVIDER** 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 **SERVICE PROVIDER**;

b. When the **SERVICE PROVIDER** 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 **SERVICE PROVIDER** of any of its warranty, representation or covenant made under this Agreement.

Section 15. Consequences of Default. Upon occurrence of any Events of Default under this Agreement, the CITY may declare the **SERVICE PROVIDER** in default and shall have the right to:

a. Terminate this Agreement;

MA. JOSEFINA G. BELMONTE
City Mayor

ELIZA NIEVERAS
Authorized Representative

MARIA EMPERATRIZ C. REGIS
Authorized Representative



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

Section 16. Compliance with Laws, Ordinances and Regulations. The SERVICE PROVIDER 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 17. 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 18. 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
SERVICE PROVIDER:	:	AIRSPEED INTERNATIONAL CORPORATION GGB Building, Pascor Drive Sto. Niño, Parañaque City

Section 19. Effectivity. This Agreement shall be effective upon execution by the parties hereto.

Section 20. 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 SERVICE PROVIDER 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.

MA. JOSEFINA G. BELMONTE
City Mayor

ELIZA NIEVERAS
Authorized Representative

MARIA EMPERATRIZ C. REGIS
Authorized Representative



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 DEC 29 2023, at Quezon City.

QUEZON CITY GOVERNMENT


AIRSPPEED INTERNATIONAL CORPORATION

By:

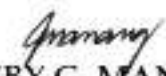
By:


MA. JOSEFINA G. BELMONTE
City Mayor


MARIA EMPERATRIZ C. REGIS
Authorized Representative


ELIA ANIEVERAS
Authorized Representative

Signed in the presence of:


RUBY G. MANANGU
City Accountant
City Accounting Department



ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES |
— QUEZON CITY | S.S.

QUEZON CITY DEC 29 2023

BEFORE ME, a Notary Public for and in _____, 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	DCM-0081744
MARIA EMPERATRIZ C. REGIS, in her capacity as the Authorized Representative of AIRSPEED INTERNATIONAL CORPORATION	PASSPORT NO. P1548305B ISSUED ON: 30 APR. 2019 VALID UNTIL: 29 APR. 2029
ELIZA NIEVERAS, in her capacity as the Authorized Representative of AIRSPEED INTERNATIONAL CORPORATION	PASSPORT NO. P4014788B ISSUED ON: 29 NOV. 2019 VALID UNTIL: 28 NOV. 2029

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 Instrument, 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. 232 ;
Page No. 48 ;
Book No. VII ;
Series of 2023



Rosaminda Adriano Montenegro
ATTY. ROSAMENDA ADRIANO MONTENEGRO
NOTARY PUBLIC IN QUEZON CITY
My Commission expires on Dec 31, 2023
Adm. Matter No. NP-113 (2022-2023)
PTI No. 1028349-01/03/2023-QC
IBP OS No. 260983-01/01/2023-QC Roll No. 68456
MCLE Compliance No. VII-0021672- 14 April 2025
Unit 312 Bldg. 137 Malibon St. Brgy. Central, Quezon City

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SERVICE AGREEMENT
ENGAGEMENT OF COURIER SERVICES FOR THE DELIVERY OF DOCUMENTS
LINKED TO THE AUTOMATED DOCUMENT DELIVERY SYSTEM (QC ADDS) OF
THE CITY CIVIL REGISTRY DEPARTMENT (CCRD) OF QUEZON CITY FOR
YEAR 2024 (EARLY PROCUREMENT ACTIVITY)
(CCRD-24-SERVICES-0063)

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into by and between:

QUEZON CITY GOVERNMENT, a local government unit under the laws of the Philippines, with office at Quezon City Hall Compound, Elliptical Road, Diliman, Quezon City, Metro Manila, represented herein by **HON. MA. JOSEFINA G. BELMONTE**, in her capacity as City Mayor, hereinafter referred to as the "CITY".

-and-

AIRSPPEED INTERNATIONAL CORPORATION, a corporation duly organized and incorporated under the laws of the Republic of the Philippines with office address at GGB Building, Pascor Drive, Sto. Niño, Parañaque City, represented herein by its Authorized Representatives, **MS. MARIA EMPERATRIZ C. REGIS** and **MS. ELIZA NIEVERAS**, hereinafter referred to as the "SERVICE PROVIDER"

(CITY and SERVICE PROVIDER may be referred to individually as a "Party" and collectively, as "Parties.")

RECITAL

WHEREAS, on December 04, 2023, the Bids and Awards Committee on Good and Services conducted a competitive bidding for the **ENGAGEMENT OF COURIER SERVICES FOR THE DELIVERY OF DOCUMENTS LINKED TO THE AUTOMATED DOCUMENT DELIVERY SYSTEM (QC ADDS) OF THE CITY CIVIL REGISTRY DEPARTMENT (CCRD) OF QUEZON CITY FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)** under Project No. **CCRD-24-SERVICES-0063** (the "Project").

WHEREAS, the **SERVICE PROVIDER** participated in the competitive bidding and was declared to be the Single Bid as Read;

WHEREAS, the **SERVICE PROVIDER** passed both the detailed evaluation and post qualification stages, and was declared as the Single Calculated and Responsive Bid;

WHEREAS, on DEC 29 2023, the Notice of Award was issued and the **SERVICE PROVIDER**;

NOW THEREFORE, for and in consideration of the foregoing premises, the Parties hereto agreed and do hereby mutually agree to be bound by the covenants and stipulations herein set forth as follows:

MA. JOSEFINA G. BELMONTE
City Mayor

ELIZA NIEVERAS
Authorized Representative

MARIA EMPERATRIZ C. REGIS
Authorized Representative

