



## CONTRACT AGREEMENT

### TECHNICAL MAINTENANCE SERVICES OF THE QC-ESERVICES WEB PLATFORM AND CORE ONLINE SERVICES OF QUEZON CITY ITDD-25-SERVICES-0461

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 -

**NOVAWARE SYSTEMS, INC.**, a corporation duly organized and existing under the laws of the Republic of the Philippines with office address at 67 Saleng Street, Veterans Village, Project 7, Quezon City, represented herein by its Authorized Representative, **MR. MARLON M. BERNARDINO**, hereinafter referred to as the "**SERVICE PROVIDER**"

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

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**WHEREAS**, on April 8, 2025, the Bids and Awards Committee conducted a competitive bidding for the **TECHNICAL MAINTENANCE SERVICES OF THE QC-ESERVICES WEB PLATFORM AND CORE ONLINE SERVICES OF QUEZON CITY** under Project No. ITDD-25-SERVICES-0461 (the "**Project**").

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

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

**WHEREAS**, on JUN 04 2025 a Notice of Award was issued to the **SERVICE PROVIDER**;

**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. Scope of Work.** Pursuant to and in accordance with the Contract Documents provided herein, the **SERVICE PROVIDER** undertakes to deliver to the **CITY** the scope of work required by the Project, the specifications of which are specifically defined under Section VI. Schedule of Requirements, Section VII. Technical Specifications of the Bidding Documents and the Terms of Reference (TOR).

**Section 2. Contract Documents.** The following documents shall be read and deemed incorporated in 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;
- (i) Supplemental Bid Bulletins, if any;
- (j) Bid Form;
- (k) Schedule of Prices;
- (l) Cost Derivation
- (m) Notice of Award;
- (n) Notice to Proceed;
- (o) Obligation Request;
- (p) Certificate of Availability of Fund (CAF);
- (q) Performance Security; and
- (r) 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".

**Section 3. Delivery Schedule.** Subscription Service Agreement shall be executed within **THIRTY (30) CALENDAR DAYS** from the issuance date of Notice to Proceed (NTP), commencing on JUN 04 2025 and ending on JUL 04 2025. The duration of service is until December 31, 2025.

**Section 4. Contract Price.** In consideration of the complete and faithful delivery of any and all Services 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 **TWENTY-FOUR MILLION NINE HUNDRED THOUSAND PESOS ONLY (Php24,900,000.00)** inclusive of the 12% Value Added Tax (VAT) (the "Contract Price") in accordance with the conditions set forth in Section 5 hereof.

**Section 5. Terms of Payment.** Payment to the **SERVICE PROVIDER** shall be made upon activation of the subscription maintenance agreement, the supplier may bill for the full bid amount of the contract subject to strict monitoring of the **CITY**.

