

## CONTRACT AGREEMENT NO. 230086

**For the Procurement of Services: Subscription for SBMA Web-based Email and Collaboration System for use by Management Information Systems Office**

THIS AGREEMENT made the \_\_\_\_\_ day of 30 JUN 2023 20\_\_\_\_ between **SUBIC BAY METROPOLITAN AUTHORITY** of the Philippines (hereinafter called "the Entity") of the one part and **Q SOFTWARE RESEARCH CORPORATION** of 456 Boni Avenue, Brgy. New Zaniga, Mandaluyong City (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity requested for proposals from several suppliers by sending the latter a Request for Quotation (RFQ) and through posting the RFQ in the Philippine Government Electronic Procurement System (PhilGEPS) website, SBMA official website and Facebook page, among others, pursuant to a duly approved request for procurement through small value procurement, in connection with the project, **Services: Subscription for SBMA Web-based Email and Collaboration System** and has accepted the Proposal by the Supplier, being the lone complying and responsive bidder, for the supply of those goods and/or services in the sum of **Four Hundred Thirty Three Thousand Three Hundred Thirty Two Pesos and 80/100 only (P433,332.80)** (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:

- i. General Conditions of Contract;
- ii. Special Conditions of Contract;
- iii. Q Software Research Corporation's Quotation;
- iv. Terms of Reference, if any and all other documents or statements submitted;
- v. Purchase Evaluation Memo **dated April 4, 2023;**
- vi. Minutes of Negotiation and Supplier's/Contractor's Signature;
- vii. Performance/Warranty Security;
- viii. Notice of Award of Contract; and the Supplier's/Contractor's conforme thereto; and
- ix. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in connection with the project and the RFQ, including, but not limited to, the Supplier's mayor's/business permit, PhilGEPS registration number, income/business tax return, and Omnibus Sworn Statement. **Winning Supplier/Contractor agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of **Four Hundred Thirty Three Thousand Three Hundred Thirty Two Pesos and 80/100 only (P433,332.80)** or such other sums as may be ascertained, **Q SOFTWARE RESEARCH CORPORATION** agrees to **Services: Subscription for SBMA Web-based Email and Collaboration System** in accordance with his/her/its Quotation.

4. The **SUBIC BAY METROPOLITAN AUTHORITY** agrees to pay the above-mentioned sum in accordance with the terms of the Request for Quotation.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

  
\_\_\_\_\_  
**ANNA JOY T. QUITO**  
OIC, PPMD  
for: **SUBIC BAY METROPOLITAN AUTHORITY**


  
\_\_\_\_\_  
**IAN C. SISON**  
President  
for: **Q SOFTWARE RESEARCH CORPORATION**

**Certified Funds Available:**

  
\* **EDITHA L. MARZAL**  
Manager, Financial Planning & Budget Department  
2704-00656

**Acknowledgment**

*[Format shall be based on the latest Rules on Notarial Practice]*

  
\_\_\_\_\_  
**ATTY. HENRY D. ADASA**  
NOTARY PUBLIC CITY OF MANILA  
APPOINTMENT 087/12/31/2023 MANILA  
IBP NO. 181139 / 01/03/2023  
PTR NO. 0861145 / 01/03/2023  
ROLL NO. 29679, TIN NO. 172-528-620  
MCLE COMP. NO. VII-0000165 VALID UNTIL APRIL 14, 2025  
⑭ 1411 TAYUMAN ST., STA. CRUZ, MANILA

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BOOK NO XXVII  
SERIES OF 703





### NOTICE OF AWARD

June 19, 2023

**MR. IAN C. SISON**  
President  
**Q SOFTWARE RESEARCH CORPORATION**  
456 Boni Avenue, Brgy. New Zaniga, Mandaluyong City  
Tel No. : (02) 8 532-0601

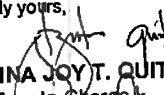
Dear Sir,

Please be informed that your proposal/quotation for the **Services: Renewal of Subscription for SBMA Web-Based Email and Collaboration System** under Purchase Request No. **00007-23-0310-0087** with contract price of **P433,332.80** is found to be in accordance with the specification requirements, and is hereby accepted.

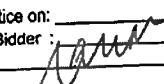
In connection thereto, the SBMA is hereby awarding the contract for the project in favor of your company in the aforesaid amount with activation period of **as per scheduled date and upon receipt of Notice to Proceed (NTP), but not later than July 1, 2023, for subscription period covering July 1, 2023 to February 28, 2024.**

Moreover, please be advised that as prescribed under Section 62 of RA 9184, a Warranty Security shall be imposed **after delivery/ completion of this Contract**. Kindly inform us beforehand if you prefer to deposit the applicable retention money or issue a special bank guarantee equivalent to at least five percent (5%) of the total contract price, otherwise, after SBMA will just hold the amount of five percent (5%) of the total contract price to cover warranty security.

Truly yours,

  
**ANNA JOY T. QUITO**  
Officer-In-Charge

30 JUNE 2023

I acknowledge receipt of this Notice on: \_\_\_\_\_  
Name of Representative of the Bidder : MR. IAN C. SISON  
Authorized Signature: 

Subic Bay Metropolitan Authority  
**PROCUREMENT AND PROPERTY MANAGEMENT DEPARTMENT**  
Room 201 Bldg. 255, Baryman Road, Subic Bay Freeport Zone, 2222 Philippines  
Tel: +6347 252.4214/4124/4503/4282/4424



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**SUBIC BAY**  
METROPOLITAN AUTHORITY



**NOTICE TO PROCEED**

June 19, 2023

**MR. IAN C. SISON**  
**President**  
**Q SOFTWARE RESEARCH CORPORATION**  
**456 Boni Avenue, Brgy. New Zaniga, Mandaluyong City**  
Tel. No. (02) 8 532-0601

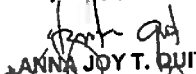
Dear Sir,

The attached **Contract Agreement**, having been approved, notice is hereby given to **Q SOFTWARE RESEARCH CORPORATION** that work may commence for the **Services: Renewal of Subscription for SBMA Web-based Email and Collaboration System** effective upon signing of **Contract Agreement No. 230086** within the agreed schedule of services thereon after the receipt of notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the agreement in accordance with the implementation schedule.

Please acknowledge receipt and acceptance of this in the space provided below. Keep one copy and return the signed document to Subic Bay Metropolitan Authority.

Very truly yours,

  
**ANNA JOY T. QUITO**  
Officer-in-Charge

Received by the Bidder:

  
MR. IAN C. SISON

Date: 30 JUNE 2023

Subic Bay Metropolitan Authority  
**PROCUREMENT AND PROPERTY MANAGEMENT DEPARTMENT**  
Room 201 Bldg. 255, Barryman Road, Subic Bay Freeport Zone, 2222 Philippines  
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