

**RENTAL AGREEMENT FOR TWENTY FOUR (24)  
COLOR MULTIFUNCTION COPY MACHINES**

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**THE PUBLIC IS INFORMED:**

This Rental Agreement is executed between:

The **BASES CONVERSION AND DEVELOPMENT (BCDA)**, a government instrumentality vested with corporate powers, created by virtue of Republic Act No. 7227, as amended, with office and postal address at the BCDA Corporate Center, 2/F Bonifacio Technology Center, 31<sup>st</sup> Street corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City, represented by its Executive Vice President, **ATTY. GISELA Z. KALALO**, duly authorized for the purpose by the BCDA Revised Manual of Approval dated 22 November 2017, Page 27, Issue No. 002, 178 marked hereto as **Annex A**;

and

**OTUS COPY SYSTEMS**, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines with principal office address at 10F MG Tower No. 75 Shaw Boulevard, Brgy. Daang-Bakal, Mandaluyong City, represented herein by its authorized representative, **CLAIRE B. JOSEPH**, duly authorized for this purpose as evidenced by the Secretary's Certificate dated \_\_\_\_\_ which is hereto attached as **Annex B**.

BCDA and the Supplier may individually be referred to as Party or collectively as Parties

- **ANTECEDENTS** -

BCDA is in need of twenty-four (24) units of color multifunction copy machines for the day-to-day demand of its printing and photocopying machines. However, the purchase of these machines may not be advantageous to the government because of its high cost of maintenance and repair.

The most advisable and cost-efficient way of satisfying this demand for printing and photocopying services is through the rental of these multifunction copy machines.

The BCDA invites Bids for certain goods and ancillary services, viz., for the rental of twenty-four (24) units of color multifunction copy machines for the day-to-day demand of its printing and photocopying services and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Two Million One Hundred Eighteen Thousand Four Hundred Pesos (Php2,118,400.00)**, inclusive of VAT and all applicable taxes and fees (herein called "the Contract Price").

ACCORDINGLY, the Parties agree 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 shall be deemed to form and be read and construed as part of this Agreement, viz:
  - (a) the Supplier's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring BCDA's bid evaluation;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract;
  - (f) the Performance Security; and
  - (g) the BCDA's Notice of Award.
3. In consideration of the payments to be made by the BCDA to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the BCDA to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The BCDA hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.
5. This Agreement adopted the Rental Agreement that was previously reviewed and approved by the Office of the Government Corporate Counsel (OGCC) under Contract Review No. 134, series of 2017 and BCDA Legal Services Department (LSD) Legal Review No. 2024-027.

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.

**BASES CONVERSION AND  
DEVELOPMENT AUTHORITY**

**OTUS COPY SYSTEMS, INC.**

  
**GISELA Z. KALALO**  
Executive Vice President

  
**CLAIRE B. JOSEPH**  
Authorized Representative







SIGNED IN THE PRESENCE OF:


  
**VIRGIL M. ALVAREZ**  
Vice President, ICTD

  
EMELIE V. CASTRO  
Project Support Officer

**ACKNOWLEDGEMENT**

Republic of the Philippines)  
City of **TAGUIG CITY**) S.S.

**BEFORE ME**, a Notary Public for and in the City of **TAGUIG CITY**, this APR 05 2024, 2024, personally appeared the following:

Name	Government Issued ID	Expiry Date
1. Atty. Gisela Z. Kalalo		
2. Claire B. Joseph		


Known to me and to me known to be the same persons who executed the foregoing instruments as:

POSITION	COMPANY
1. Executive Vice President	Bases Conversion and Development Authority
2. Authorized Representative	Otus Copy Systems, Inc.

And they acknowledge to me that the same are their own free act and deed, as well as the free and voluntary act of the entities they represent.

**SIGNED AND SEALED** on APR 05 2024 2024 in **TAGUIG CITY**.

Doc No. 498;  
Page No. 101;  
Book No. 860;  
Series of 2024.

  
**ATTY. EDUARDO P. BAROT**  
Notary Public for Taguig, Roll No. 36248  
Commission No. 4 Until December 31, 2024  
PTR No. A-6123318/01.02.24/Taguig City  
IBP Lifetime Member No. 013895/06.02.15/RSM  
MCLE Compliance No. VII-0020354/04.14.2023  
Unit 2A the Grand Hamptons Tower 2,  
1st Ave cor. 31st St Bonifacio Global City  
Taguig City, Philippines

