

# WORK ORDER

## SECURITIES AND EXCHANGE COMMISSION

Secretariat Bldg. PICC Complex, Pasay City

Telefax. No.: 818-5330

|  |  |
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| Supplier: <b>Messaging Solutions Provider, Inc.</b>                | W.O. No. <u>21-01-09</u>                       |
| Address/ Tel.No. <u>MSPI Place, 1294 Batangas St., Makati City</u> | Date <u>January __, 2021</u>                   |
| Manila Office: _____   | Mode of Procurement: <u>Direct Contracting</u> |
| TIN _____  |  |


In accordance with the existing regulations, you are hereby authorized to undertake the work/service indicated

| Item No.  | Qty. | unit | JOB DESCRIPTION  | Unit Cost | TOTAL              |
|---|------|------|--|-----------|--------------------|
|   |      |      | Preventive Maintenance Agreement of 2 Units Pitney Bowes Machine Model DM300C SN 5074318<br><br>As per attached supporting document:<br>a. Preventive Maintenance Agreement<br>b. BAC Resolution of Award No. 2021-01<br>c. Signed Notice of Award |           | P 44,834.28        |
| (Total Amount in Words) <b>Forty-Four Thousand Eight Hundred Thirty Four and 28/100 Pesos</b> |      |      |  |           | <b>P 44,834.28</b> |


Delivery: Within 120 calendar days upon receipt of **Work Order**. This Order is authorized by the Chairman of the Securities and Exchange Commission at the amount not to exceed **Php 44,834.28** including materials and labor. The cost of this ORDER may be charged against the SEC after the work is completed. Delay in the delivery of the above items is subject to penalty of 1/10 of 1% of the total value of this Work Order for each day of delay. Please attached the original Work Order for your invoice together

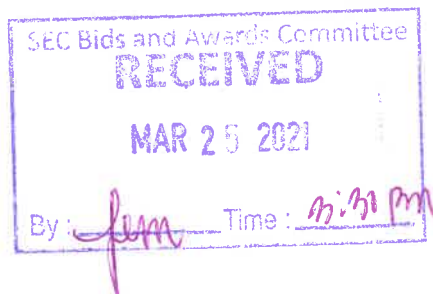
Conforme: **(This also serves as your Notice to Proceed)**

  
**ANDINO SALVADOR**  
(Signature over printed name)

  
**OLIVER V. CHATO**  
Officer-in-Charge, ICTD

Date 3/25/21

|  |   |
|--|---|
| Funds Available:<br><br><br><b>Adelaida C. Navarro-Banaria</b><br>Director, FMD ✓ | Obligation Request no.: <u>02-206442-2021-03-000401--3</u> 2/2021<br>Amount: <u>P 44,834.28</u> |
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messaging solutions provider, inc.

PREVENTIVE MAINTENANCE AGREEMENT

~~SECURITIES AND EXCHANGE COMMISSION~~

Secretariat Bldg. PICC Complex,  
Roxas Boulevard, Pasay City

PMA - 0955

Terms and Conditions of Agreement

- 1. Messaging Solutions Provider, Inc. (MSPI), agrees to render Quarterly maintenance inspection service at the address specified above on the machine/s listed and the rate/s specified hereunder.
2. This Agreement shall be for a term of 1 year / month/s beginning on 1/1/2021 and expiring at 12/31/2021 It may be extended for a similar period upon mutual agreement of the parties under such terms and conditions as may be stipulated after the expiration of the original period herein stated.
3. MSPI agrees to clean, adjust and test each machine once every 3 mos furnishing all necessary lubricants, cleaning materials and tools required for the services mentioned.
4. Labor charges on major repair and service calls involving minor repair and/or adjustments shall be FREE OF CHARGE but limited to our normal business hours. Add-on rates will be provided for services beyond the normal business hours.
5. Parts to be replaced will be billed separately.
6. MSPI is authorized to carry out preliminary inspection of machine/s. To include other machines in the attached list, a Technician from MSPI must first certify that the said machine/s to be included is in good working condition. On the other hand, to include in the aforesaid list other machines that are found 'not in good working condition', the latter must first undergo successful overhauling / repairing by the MSPI's Technical Support Group. In both instances, the written conformity of MSPI shall also be secured. Overhauling and/or repair services shall be subject to a separate charge / billing.
7. The maintenance fee is payable in advance. Service and/or parts / consumables shall not be provided unless the maintenance fee is paid within 15 days from receipt of the billing invoice supported by a copy of the signed Agreement.
8. The customer will pay for the actual transportation, board and lodging, per diem and other incidental expenses of our representative/s if place of installation or machine covered is located outside Metro Manila.
9. Any taxes, nor or hereafter imposed upon the furnishing of the service and/or material herein described or upon the Agreement thereafter or the receipts shall be paid for by the customer or the owner of the machine/s.
10. If conditions should arise which make it impossible or impractical in our judgement to continue the maintenance service on machine/s under this Agreement, the unserviced portion will be refunded by MSPI.
11. MSPI shall not be liable for failure to render service or provide parts and consumables in the event of war, labor strikes, floods and other causes beyond our control.
12. MSPI shall not be responsible for any damage, injury or loss due to misuse, negligence or accidents in the course of the operation of the machines. Nor shall MSPI be liable for damages and/or lost warranties as a consequence of the removal, alteration or effacement of the machine/s' serial number/s. MSPI shall likewise not be liable for damage, injury or loss due to the use of supplies, consumables and/or parts other than those specified by MSPI.
13. This Agreement shall be automatically terminated / cancelled if any of the machine/s included in the PMA has been tampered with, altered, or worked on by others besides the authorized MSPI representative.
14. Customer shall use parts, accessories and supplies that are supplied by MSPI
15. For implied violation/s of the foregoing conditions, MSPI may terminate the Agreement at anytime by giving written notice at least thirty (30) days prior to the termination date.

Table with 3 columns: Machine Description, Serial No., Amount. Rows include: (2) Two Units Pitney Bowes DM300, TOTAL, Value Added Tax, Additional Charges outside Metro Manila, TOTAL AMOUNT DUE.

Accepted for

Accepted for Messaging Solutions Provider, Inc.