

**CONTRACT AGREEMENT**

THIS AGREEMENT made the \_\_\_\_\_ day of April 2024 between the **SECURITIES AND EXCHANGE COMMISSION** (hereinafter called "the Entity"), with office address at SEC Headquarters, Makati Avenue, Salcedo Village, Makati City, represented herein by **OLIVER V. CHATO**, of the one part, and **Microimaging Sales and Services, Inc.**, herein represented by **MARTIN JEREMY U. CASTRO**, with office address at 2247 Chino Roces Avenue, Makati City, Philippines (hereinafter called "the Supplier"), of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **LEASE OF PRODUCTION SCANNER FOR THE SEC (with Operator)**, ("the Project") and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *Three Million Nine Hundred Forty Thousand Pesos (Php 3,940,000.00) inclusive of VAT* (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. Philippine Bidding Documents (PBDs);
    - a. Schedule of Requirements;
    - b. Technical Specifications;
    - c. General and Special Conditions of Contract; and
    - d. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder's *conforme* thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder 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.**

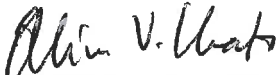
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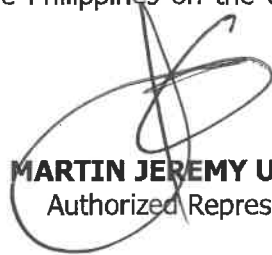
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3. In consideration for the sum of the Contract Price or such other sums as may be ascertained, the Supplier agrees to provide the Project in accordance with his/her/its Bid.
4. The Entity agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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.

  
**OLIVER V. CHATO**  
Director, ICTD

  
**MARTIN JEREMY U. CASTRO**  
Authorized Representative

for:

**SECURITIES AND EXCHANGE  
COMMISSION**

for:

**MICROIMAGING SALES AND  
SERVICES, INC.**

CERTIFIED FUNDS AVAILABLE:

  
**DONDIE Q. ESQUERRA**  
Director, RMD 





9 May 2024

**MARTIN JEREMY U. CASTRO**  
Authorized Representative  
**MICROIMAGING SALES AND SERVICES INC.**  
2F Sunnyvale Bldg., 2247 Don Chino Roces  
Avenue, Bangkal Makati City

**AMENDMENT TO ORDER**

(Lease of Production Document Scanner for the SEC with operator, Bidding No. 2024-014)

**Dear Mr. Castro:**

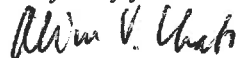
Please be informed that the Securities and Exchange Commission has determined the need to amend the contract for the abovementioned project considering the changes in the plans of the Commission, to wit:

<b>Original Term/s</b>	<b>Amendment/s</b>
<p><i>Special Condition of Contract</i> <i>2.2 The terms of payment shall be as follows:</i></p> <p><i>Payment shall be made according to milestone as provided in the Terms of Reference</i> <i>Page 25</i></p>	<p><i>Special Condition of Contract</i> <i>2.2 The terms of payment shall be as follows:</i></p> <p><i>Payment shall be 12 equal monthly installments.</i> <i>Page 25</i></p>
<p><i>Terms of Reference</i></p> <p><i>II. Contract Duration</i></p> <p><i>The Contract for the Lease of Production Scanner and Scanning System with Technical Support for the Electronic Records and Management Division shall be for a period of twelve (12) months.</i></p> <p><i>Page 29</i> <i>xxx</i></p>	<p><i>Terms of Reference</i></p> <p><i>II. Contract Duration</i></p> <p><i>The Contract for the Lease of Production Scanner and Scanning System with Technical Support for the Electronic Records and Management Division shall be for a period of twelve (12) months and the payment shall be 12 equal monthly installments.</i></p> <p><i>Page 29</i> <i>xxx</i></p>

Please conform to this amendment/s on or before 13 May 2024, by signing on the space provided below.

Thank you.


Very truly yours,



**Oliver V. Chato**

Authorized Representative of the  
Head of the Procuring Entity

*Conforme:*



**Martin Jeremy U. Castro**

Authorized Representative



