

SERVICE AGREEMENT

25-01-010

KNOW ALL MEN BY THESE PRESENTS:

This Agreement is made and entered into by and between:

THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X, a regional government agency established and existing under the laws of the Republic of the Philippines with principal office address at Masterson Ave., Upper Carmen, Cagayan de Oro City, herein represented by its Regional Director, **RAMEL F. JAMEN**, hereinafter referred to as "**DSWD FO X**";

- and -

BIGTRUCKS CORPORATION/ HINO CAGAYAN DE ORO an entity duly established and existing under the laws of the Republic of the Philippines, with principal office address at Zone 1, Lower Bulua, Cagayan de Oro City herein represented by its Authorized Representative, **RONNIE C. PADOLINA** hereinafter referred to as the "**CONTRACTOR**".

WITNESSETH THAT:

WHEREAS, DSWD FO X, through the Bids and Awards Committee, published through the PhilGEPS website an invitation to bid the **SUPPLY AND DELIVERY OF ONE (1) UNIT MINI BUS OF THE DSWD FO X**;

WHEREAS, the CONTRACTOR, in response to said publication, has presented and warranted that it has the facility, equipment, and personnel, while being capable, competent, and duly licensed to service the DSWD FO X in accordance with the requirements and specifications of the latter;

WHEREAS, in accordance with rules and regulations, the required bidding process was undertaken by the Bids and Awards Committee and the CONTRACTOR has participated therein and has been adjudged as the lowest calculated/rated and Responsive Bidder that passed the post-qualification process;

WHEREAS, on the basis of the foregoing representations and warranties by the CONTRACTOR, DSWD FO X has awarded the aforementioned contract to herein CONTRACTOR;

NOW THEREFORE, for and in consideration of the foregoing premises and of the terms, conditions, covenants, and undertakings hereafter set forth, the parties hereto agree as follows:

SCOPE OF THE AGREEMENT

1. This Agreement shall govern the terms and conditions for the aforementioned contract of DSWD FO-X herein awarded to CONTRACTOR.
2. The CONTRACTOR shall supply and deliver the mini bus or as enumerated herein to the area specified by DSWD FO X.
3. The total contract price as provided herein represents the maximum aggregate amount the Contractor may collect as payable, inclusive of taxes and other applicable fees.
4. The following documents as required and mandated during the bidding process shall be deemed to form and be read and construed as part of this Agreement, whenever applicable to wit:
 - a. Technical Specifications;

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X:

HANILYN T. CIMAFRANCA, CPA
Accountant III

RAMEL F. JAMEN
Regional Director

BIGTRUCKS CORPORATION/ HINO CAGAYAN DE ORO

RONNIE C. PADOLINA
Authorized Representative

- b. Request for Price Quotation;
- c. Instructions to Bidders;
- d. Supplemental Bid Bulletins, if there is any;
- e. Canvass form, including all documents/statements attached to the quotation or submitted by the Bidder;
- f. Eligibility requirements, documents, and/or statements;
- g. Performance Security, if required;
- h. Notice of Award of Contract and the Bidder's conforme thereto;
- i. Notice to Proceed; and
- j. The provisions of R.A. 9184 and its Implementing Rules and Regulations together with all issuances of the Government Procurement Policy Board shall be adopted and formed as integral part hereof.

CONTRACT PRICE

5. The DSWD FO X has allotted to pay to the CONTRACTOR, the total contract price of **FOUR MILLION FOUR HUNDRED FORTY EIGHT THOUSAND PESOS (Php 4,448,000.00)** in Philippine Currency, inclusive of taxes, delivery and packaging costs, for all services agreed and rendered and for the full, faithful and complete performance of all the work/services under this Contract.

6. The total contract price is subject to the actual usage or availment of DSWD FO X and should the total contract price not be fully consumed or expended by DSWD FO X upon the expiration of this Agreement, then DSWD FO X shall be liable and obligated only to pay the corresponding amount consumed or expended.

7. All payments made by DSWD FO X to the CONTRACTOR shall form part of the contract price and represents full payment for services rendered and items supplied.

8. The provisions on Contract Prices as specified on Rule XIX, Section 61 of the Implementing Rules and Regulations of RA 9184 shall apply.

9. The CONTRACTOR hereby undertakes to supply, deliver and install the following items, thus:

Lot 1 – Supply and Delivery of One (1) Unit Mini Bus (Early Procurement Activity)

ITEM	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
1	UNIT	Six-wheel, air-conditioned (front and rear cabin/cab) mini bus: the front cabin/cab with two (2) side doors seating at least one (1) passenger, and the driver, on a full width seat at the rear deck accommodating at least twenty-nine (29) passengers	1	4,448,000.00	4,448,000.00
TOTAL AMOUNT					4,448,000.00

10. The CONTRACTOR further undertakes that it shall provide services in the following manner and conditions, to wit:

- a. Ensure that the packaging used, if any for the said service be durable to avoid or prevent damage and/or deterioration from point of origin up to their destination;
- b. To replace any damaged items should it be found to be deteriorated or damaged as soon as it is discovered and within four (4) hours from discovery thereof;

- c. Provide TWO (2) years warranty on parts and services of the equipment at no additional cost to DSWD FO X and shall include free technical support and replacement units, parts and accessories that may fail during the warranty period;
- d. The CONTRACTOR shall ensure that the mini bus complies with all applicable laws, regulations and standards, including but not limited to safety and emission standards;
- e. The CONTRACTOR shall repair or replace, at no cost to DSWD, any part of the mini bus that is defective or fails within the warranty period;
- f. The CONTRACTOR shall provide all necessary documentation for the mini bus, including but not limited to
 - Original vehicle registration
 - Certificate of Warranty
 - Owner's manual and service book
- g. Shall not use the DSWD FO X's name in publicity releases or advertising during and after the term of this contract without the written permission of DSWD FO X;

PAYMENT

11. The CONTRACTOR hereby undertakes to submit the billings and "Certificate of Completed Delivery" within a reasonable time issued by the DSWD FO X for services rendered as basis for payment. This shall form part of the documentation as a proof of the acceptability of the entire project which will be the basis of the Inspection and Acceptance Committee for the issuance of Inspection and Acceptance Report.

12. The total amount to be paid shall be net of taxes due.

13. Payment by DSWD FO X to the CONTRACTOR shall be made upon submission by the latter of the complete and correct supporting documents evidencing the total services rendered as billed.

14. One-time payment, within 15 to 45 calendar days from completion of supporting documents for payment, including submission of LTO Registration and GSIS Insurance

15. No payment made hereto shall be construed as a waiver of any claims by DSWD FO X for any omissions or ineffective performance of the work/service completed and that payments made from time to time shall not be construed as final acceptance of work/service.

16. All payments including any down-payment made, should it be required under this Agreement, shall be paid in the office of DSWD FO X. All billings received by DSWD FO X are subject to evaluation and accounting processing.

17. Upon receipt of each payment through Auto – Debit Arrangement (ADA), the CONTRACTOR shall issue an Official Receipt to DSWD FO X as proof of payment.

LIQUIDATED DAMAGES

18. The CONTRACTOR shall pay 1% of the cost of unperformed portion for everyday of delay. Impose termination of contract upon 10% accumulation of 1% cost of unperformed portion for everyday of delay.

EFFECTIVITY & TERM OF CONTRACT

19. This agreement shall take effect based on the effectivity date provided in the Notice to Proceed (NTP) and shall end upon its full performance, inclusive of warranty periods, and/or termination.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X:

HANLYN T. CHIAFRANCA, CPA,
Accountant III

RAMIEL F. JAMEN
Regional Director

BIG TRUCKS CORPORATION/ HINO CAGAYAN DE ORO

RONNIE C. PADOLINA
Authorized Representative

20. The term for the completion of the delivery shall be for THIRTY-FOURTY FIVE (30-45) calendar days from the effectivity date provided in the Notice to Proceed (NTP).

INDEPENDENT CONTRACTOR

21. It is expressly understood that the employees of the CONTRACTOR are in no way employees of the DSWD FO X, and as such, DSWD FO X shall not be responsible for any claim for personal injury or damages, including death caused either to any said employees or to any third person, and for claims of any nature arising of their duties as employees of the CONTRACTOR, and this contract shall not be construed to constitute contract of employment by and between DSWD FO X and any of the men hired or taken by the CONTRACTOR, it being clearly understood that this contract is solely between DSWD FO X and the CONTRACTOR.

22. The CONTRACTOR shall be held responsible for all works, materials and properties of DSWD FO X in this Agreement and shall be required to make good at his/her/its (CONTRACTOR) own expense for any damage or loss sustained upon such works, materials and/or properties due to any cause whatsoever.

VIOLATION OF CONTRACT

23. The provisions of Republic Act 9184 and its implementing rules and regulations shall apply.

SPECIAL WARRANTIES AND UNDERTAKING FOR NON-INVOLVEMENT WITH TOBACCO INDUSTRY

24. The CONTRACTOR hereby warrants and ensures that no private firm/company and/or individual connected with and/or belonging to the Tobacco Industry shall take active participation in the preparation, organization, promotion, and conduct of the activity as herein provided.

25. The CONTRACTOR further warrants that it is not part of the Tobacco Industry, nor is it engaged in business or practice, either in whole or in part, as a manufacturer, producer, distributor, wholesaler, or retailer of any Tobacco product or any component therein.

26. The CONTRACTOR further manifests that it is not engaged in any business dealings with any players of the Tobacco Industry.

TERMINATION AND VENUE OF ACTION

27. The CONTRACTOR hereby undertakes and agrees that any violation of the foregoing warranties and representations shall immediately grant DSWD FO X the option, without need of notice, the pre-termination of this Agreement and all payments due to the Contractor shall immediately be deemed waived without need of any subsequent formalities.

28. DSWD FO 10 and the Contractor hereto agree that all disputes, legal actions, suits and proceedings arising out of or relating to this agreement must be brought exclusively in courts located within the 10th judicial region (collectively known as the "exclusive courts"). Both parties hereby consent and submit to the exclusive jurisdiction of the exclusive courts. No legal action, suit or proceeding with respect to this agreement may be brought in any other forum.

ANTI-GRAFT AND CORRUPTION CLAUSE

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X:

HANILYN T. CIMA FRANCA, CPA
Accountant III

RAMEL F. JAVEN
Regional Director

BIGTRUCKS CORPORATION/ HINO CASAYAN DE ORO

RONNIE C. PADOLINA
Authorized Representative

29. Each party hereby undertakes that, at any time before and during the preparation, finalization and signing of this Agreement, itself, its directors, officers, or employees have not offered, promised, given, authorized, solicited or accepted any undue pecuniary or other advantage of any kind (or implied that they will or might do any such thing at any time in the future) in any way connected with the Agreement and that it has taken reasonable measures to prevent subcontractors, agents, or any other third parties, subject to its control or determining influence, from doing so.

End of terms and conditions.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE X:

HANILYN T. CIMA-FRANCA, CPA,
Accountant III

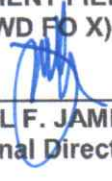
RAMIEL F. JAMEN
Regional Director

BIGTRUCKS CORPORATION/HINO CAGAYAN DE ORO

RONNIE C. PADOLINA
Authorized Representative

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands at the bottom of this page and on left hand margin of all other pages of this agreement.

FIRST PARTY:
THE DEPARTMENT OF SOCIAL WELFARE
AND DEVELOPMENT FIELD OFFICE X
(DSWD FO X):



RAMEL F. JAMEN
Regional Director

SECOND PARTY:
BIGTRUCKS CORPORATION/ HINO CAGAYAN DE ORO
(CONTRACTOR):



RONNIE C. PADOLINA
AUTHORIZED REPRESENTATIVE

SIGNED IN THE PRESENCE OF:

Certification for funds availability:



HANILYN T. CIMAFRANCA, CPA
Accountant III – Head Accounting

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF CAGAYAN DE ORO) S. S.

BEFORE ME, a Notary Public, this JUL 08 2025, in City of Cagayan de Oro, Philippines, personally appeared the following:

Name:	ID	Date/Place of Issuance:
Ramel F. Jamen	<u>BLIND ID 16-06034</u>	<u>Jan. 19, 2024 / Quezon City</u>
Ronnie C. Padolina	<u>PHIC: 15-050137500-6</u>	<u>CAGAYAN DE ORO CITY</u>

Known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same are their free act and voluntary deed.

WITH MY HAND AND SEAL.

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Book No. CUN
Series of 2025.


DALE BRYAN D. MORDENO
Notary Public
NC No. 2025-208; Until December 31, 2026
IBP No. 497375; 01-03-25/Pasig City
PTR No. 6068711 A; 12-17-24/CDO
MCLE No. VII-0018339; 05.19.22
Roll of Attorneys No. 45691
2/F TSS Bldg., Tomas Saco St., Macasandig,
Cagayan de Oro City