



DEPARTMENT OF FOREIGN AFFAIRS
FOREIGN SERVICE INSTITUTE

2330 Roxas Boulevard, Pasay City 1300, Metro Manila Philippines
Website: www.fsi.gov.ph • Email: info@fsi.gov.ph

Notice of Award

23 November 2009

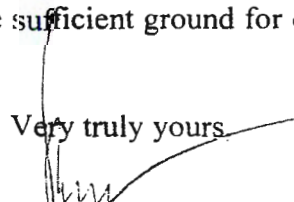
Mr. Romeo A. Bautista
Vice President for Operations
Functional Incorporated
814 J.P. Rizal St., Makati City

Dear Sir,

We are happy to notify you that your bid dated 20 November 2009 for the rental of two (2) units Copying Machine for the year 2010, with a Contract Price of Three Hundred Sixty Thousand Pesos (P360,000.00) is hereby accepted.

You are hereby required to provide within ten (10) days the Performance Security in the form and the amount stipulated in the Instructions to Bidders. Failure to provide the performance security shall constitute sufficient ground for cancellation of the award and forfeiture of the bid security.

Very truly yours,


MINERVA JEAN A. FALCON
Director

Conforme:

ROMEO A. BAUTISTA

Date 

FUNCTIONAL INC.

AGREEMENT NO. 008 - 200

RENTAL AGREEMENT

Between FUNCTIONAL INC. whose registered office is at 814 J. P. Rizal St., Makati City, Metro Manila hereinafter referred as OWNER which expression shall where the context so admits include successors in title and assigns; and

FOREIGN SERVICE INSTITUTE

whose registered office is at 5F DFA Bldg., 2330 Roxas Blvd., Pasay City

hereinafter referred to as HIRER.

FUNCTIONAL lets and the HIRER takes on hire the copier indicated underneath by the model and serial numbers upon the terms and conditions as printed on the reverse side of this agreement.

S C H E D U L E

INVOICING ADDRESS : 5F DFA Bldg., 2330 Roxas Blvd., Pasay City

CONTRACT PERIOD : TWELVE (12) months
(Duration) January 1 to December 31, 2010

RENEWAL PERIOD : _____ months

MONTHLY MINIMUM RENT: ₱ 30,000.00

MONTHLY MINIMUM VOLUME: 60,000 copies

PRICE PER COPY : ₱ 0.50 VAT INCLUDED
Spoilage of 1% of the Copy Volume

INCLUSIONS :
a. consumables
b. spare parts
c. service maintenance
d. machine insurance
e. operator's salary

EXCLUSIONS : copy paper

SERVICE SUPPORT : ONE (1) - AT FIVE DAYS A WEEK (8 hours a day)
(Key Operator)

MACHINE TYPE : OCE PLAIN PAPER COPIER

NUMBER OF UNITS : TWO (2)

MODEL : 3165 LOCATION _____

MODEL : _____ LOCATION _____

MODEL : _____ LOCATION _____

MODEL : _____ LOCATION _____

INSTALLATION COST : WAIVED

PAYMENT : FIFTEEN (15) DAYS AFTER RECEIPT OF INVOICE.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 20 _____ at Makati City, Metro Manila, Philippines.

FUNCTIONAL, INC.

FOREIGN SERVICE INSTITUTE

HIRER

By ELBERT O. SANTOS

By MINERVA JEAN A. FALCON

as Director

as President

SIGNED IN THE PRESENCE OF:

LUISITO L. VIVAR

(Print full Name)

JUDY T. OUTLONG

(Print full Name)

ACKNOWLEDGEMENT

Republic of the Philippines

Province of _____

Municipality of _____

Before me, this CITY OF MAKATI day of JAN 22, 2010 in the Municipality of CITY OF MAKATI Province

of _____ Philippines, personally appeared ELBERT O. SANTOS with

Community Tax Cert.# 07781327 issued at Manila on 1.21.09 in

his capacity as President of Functional Inc. with Corp. Community Tax Cert.#

00128271 issued at Makati City on 1.9.09

and _____ with Community Tax Cert.# _____

issued at _____ on _____ in his/her capacity as _____ of

FOREIGN SERVICE INSTITUTE

with Corp. Community Tax Cert.# _____ issued at _____ on _____

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day, year and place abovementioned.

ATTY. GERVACIO B. ORTIZ JR.

NOTARY PUBLIC IN CITY

UNITED STATES OF AMERICA, 2010

IBP NO. 61113-10 MEMBER

PTB No. 24/201 JAN 2, 2010 MAKATI CITY issued at

APPT - 24/201 ROLL NO. 43351

Doc. No. 101

Book No. W

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