



Contract Agreement

for

PROCUREMENT OF 1-YEAR SERVICE LEVEL AGREEMENT (SLA) FOR THE CAAP
DOCUMENT MANAGEMENT SYSTEM: ARCHIVE ONE

JUL 18 2024

THIS AGREEMENT entered this _____ between
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES with office address at Old MIA Road
corner Ninoy Aquino Avenue, Pasay City 1300 created under Republic Act 9497 hereinafter
called "CAAP" and represented herein by **ATTY. DANJUN G. LUCAS** in his capacity as Deputy
Director General for Administration of the one part;

MICRODATA SYSTEMS AND MANAGEMENT, INC., a corporation organized and
existing by virtue of law and with office address at Crystal Building, 199 C.M. Recto corner A.
Mabini St., Addition Hills, San Juan City hereinafter called "the Supplier" and represented
herein by **MARICRIS B. SUZARA** in his/her capacity as Authorized Representative of the other
part.

WHEREAS, CAAP requested quotation for certain good and ancillary services,
particularly the *Procurement of 1-Year Service Level Agreement (SLA) for the CAAP
Document Management System: Archive One* and has accepted the Quotation by the
Supplier for the supply of those goods in the sum of **THREE HUNDRED NINETY-NINE
THOUSAND NINE HUNDRED TEN PESOS ONLY (Php399,910.00)** hereinafter called "the
Contract Price".

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are
respectively as
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:

- (2.1) Annual Procurement Plan CY 2024
- (2.2) CBA (MOOE) No. 24-01-130 dated 31 January 2024
- (2.3) Notice of Meeting and Minutes of Meeting of Pre-Procurement (CCC) dated 08
April 2024
- (2.4) Formal Quotation and other attachments from the Supplier
- (2.5) Abstract of Quotation / CCC Checklist dated 24 May 2024
- (2.6) Evaluation Report dated 29 May 2024
- (2.7) CCC Resolution No. 2024-031 dated 29 May 2024

3. In consideration of the payments to be made by the Entity to the Supplier as herein
mentioned, the Supplier hereby covenants with the Entity to provide the goods and services
within **One (1) Year** from receipt of the Notice for Compliance and to remedy defects therein
in conformity in all respects with the provisions of the Contract.

4. The CAAP 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 other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the *Agreement*.
5. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (0.001) for unperformed portion for everyday of delay. Once the cumulative number of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

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.

SIGNED:


CIVIL AVIATION AUTHORITY OF THE
PHILIPPINES

MICRODATA SYSTEMS AND
MANAGEMENT, INC.

BY:

BY:


ATTY. DANJUN G. LUCAS
Deputy Director General for Administration


MARICUS B. SUZARA
Authorized Representative

WITNESSES


ATTY. JOHN BEAU B. MASIGLAT
Officer-In-Charge, Procurement Division


JOSE DENNIS S. AREVALO
Officer-In-Charge, MISD

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF) S.S. QUEZON CITY

QUEZON CITY

AUG 01 2024

BEFORE ME, a Notary Public for and in, _____ this _____ day of _____ appeared the following person presenting to me their respective identifications, to wit:

Name	Competent Evidence of Identity	Date and Place of Issue
ATTY. DANJUN G. LUCAS Civil Aviation Authority of the Philippines	CAAP ID No. 9530	Pasay City
Maricris B. Suzara Microdata Systems and Management, Inc.	Driver's License No. N03-10-006887	

Known to me known to be the same persons who executed and voluntarily signed the foregoing Contract which they acknowledge before me as their own free and voluntary act and deed and with full authority to sign in that capacity.

This instrument refers to the Contract entitled *Procurement of 1-Year Service Level Agreement (SLA) for the CAAP Document Management System: Archive One* with Reference No. C.A. No. S-2024-0452 and consisting of three (3) pages including this page where the acknowledgement is written, duly signed by the parties and their instrumental witnesses thereof.

WITNESS MY HAND AND SEAL, on the date and place above written.

Notary Public

Until 31 December 20 _____
PTR No: _____
Issued at: _____
Issued on: _____
TIN No: _____

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Series of: 2024

ATTY. CONCEPCION B. WILLAREÑA
Until December 31, 2025
Adm. Matter No. NP-02 (12345-2025)
Roll No. 12345
JBP No. 200814 - 10042023, Quezon City
PTR No. 5155-63 - 1/002021, Quezon City
MCLE No. VII 001 6004
ASH Legal Office, 5th Floor corner
Matako Street, Barangay Central
District IV, Quezon City