



Republic of the Philippines
 Department of Health
SAN LAZARO HOSPITAL
 Manila, Philippines
 Telephone Nos.: 732-3776 to 78; 732-3106
 E-mail Address: sanlazaro@hospital@yahoo.com
 Official Website: www.dln.doh.gov.ph



NTP No: AMP-DC-19-01-001

NOTICE TO PROCEED

**THE MANAGER
 CONCEPCION-OTIS PHILIPPINES INC.
 14/F Petron Mega Plaza
 358 Sen. Gil Puyat., Makati City**

Dear Sir/Madam:

This is to inform you that as a result of Alternative Method of Procurement-Direct Contracting on the Preventive Maintenance of Elevator (Lift 1 & 2), under Notice of Award No. AMP-DC-19-01-001 dated January 4, 2019, amounting to One Hundred Three Thousand Five Hundred (**Php 103,500.00**) has been approved with BAC Resolution No. AMP-034 s. 2018 dated November 21, 2018 based on the awarded contract to your company.

You may now proceed with the delivery of Preventive Maintenance Services effective upon agreed schedule. You are responsible for performing the services under the terms and conditions of the agreement and in accordance with the implementation of schedule.

Please acknowledged receipt and acceptance of this notice by signing both copies in the space provided below.

Very truly yours,

[Signature]
EDMUNDO B. LOPEZ, MD, MPH, MHA
Medical Center Chief II

I Acknowledge Receipt of This Notice on FEBRUARY 15, 2019

Name of the Representative of the Bidder: _____

Authorized Signature: *[Signature]*

SERVICE AGREEMENT
FOR PERIODIC MAINTENANCE (OG) OF ELEVATOR EQUIPMENT

San Lazaro Hospital
January 1, 2019

This Agreement, made by and between:

CONCEPCION-OTIS PHILIPPINES, INC., a corporation duly organized and existing under Philippine laws, with address at 21st Floor, BPI Philam Building, 6811 Ayala Avenue, Makati City, Philippines, represented herein by its General Manager, Ricardo B. Espinosa, and hereinafter referred to as "COPI";

- and -

SAN LAZARO HOSPITAL, a corporation duly established and existing under the laws of the Philippines, with address at Quiricada St. corner Rizal Avenue, Santa Cruz, Manila, Philippines, represented herein by its **MEDICAL CENTER CHIEF II, DIRECTOR EDMUNDO B. LOPEZ, MD, MPH, MHA** and hereinafter referred to as the "CUSTOMER";

WITNESSETH That:

WHEREAS, COPI is engaged in the importation, purchase and sale, at wholesale, distribution, maintenance and repair and installation of Elevators, Escalators, Moving Walkways, and Shuttle Systems and all supplies, materials, tools, machineries and parts/components thereof, as well as periodic maintenance of the said equipment through trained, qualified and experienced Field Service Personnel using specialized equipment, tools and calibrated instruments;

WHEREAS, the CUSTOMER is in need of periodic maintenance services for its elevator equipment (the "Equipment");

WHEREAS, upon the CUSTOMER's request, COPI has agreed to provide periodic maintenance services on the CUSTOMER's elevator equipment under the terms and conditions herein set forth;

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties agree as follows:

1. **EQUIPMENT.** COPI shall render the services herein contracted on the elevator equipment (the "Equipment") enumerated in the Terms Sheet, which is attached as Annex "A" of this Agreement.
2. **SCOPE OF WORK.** COPI shall render the following services on the Equipment:
 - 2.1 **Periodic Maintenance.** Periodic Maintenance shall consist in such work as set forth in the Scope of Works for Periodic Maintenance which is attached to this Agreement as Annex "A-1" providing such number of visits as are stated therein.
 - 2.1.1 After every periodic maintenance, COPI shall submit to the CUSTOMER a Service Report and an accomplished Maintenance Data Sheet indicating:
 - 2.1.1.1 The condition of the Equipment before and after each periodic maintenance service;
 - 2.1.1.2 Any corrective maintenance service performed by COPI on the Equipment, and the description on which such service was performed; and
 - 2.1.1.3 Recommendations toward future maintenance, upgrading or sparing
 - 2.1.2 These Service Reports, and CUSTOMER's PO, however, should not be made a prerequisite for the release of the monthly payment.
 - 2.2 **Callback Service.** In case the Equipment or any of its parts malfunction, COPI may provide phone support which shall be available through its Call Center, Otisline and breakdown repair service. Callbacks service shall be provided free of charge from 8am-5pm, Mondays thru Saturdays, excluding holidays. Calls outside of this period shall be charged and billed separately and payable upon demand. See Annex "A" for the out of hours call back charge.
 - 2.3 **Chargeable Callbacks.** COPI reserves the right to charge the CUSTOMER for callbacks (inclusive of nuisance callbacks) when such callbacks are the result of negligence or misuse (exclusive of nuisance callbacks) when such callbacks are the result of negligence or misuse beyond COPI control.

CHRISTIAN G. YAGUE
Services Sales & Modernization
Manager

ANGELI JOYCE I. FIGURACION, CPA
Accountant IV

RICARDO B. ESPINOSA
General Manager

EDMUNDO B. LOPEZ, MD, MPH, MHA
Medical Center Chief II

ACKNOWLEDGMENT

BEFORE ME, a Notary Public in and for the State of Florida, this 15th day of JANUARY, 2019 personally appeared the following:

Ricardo B. Espinosa

known to me to be the same person who executed the foregoing instrument, and he/she acknowledged to me that the same is his/her voluntary act and deed.

This Acknowledgement refers to a Service Agreement for Periodic Maintenance of Elevator Equipment consisting of Nine (9) pages including this Acknowledgment, and its Annexes "A" and "A-1", consisting of ONE (1) page each, signed on each and every page by the parties and their witnesses.

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

Doc. No. : 466
Page No. : 80
Book No. : 011
Series of 2019.

JOEL E. RANER
NOTARY PUBLIC COMMISSION NO. 3018-042
UNIT ANTWERP, FLORIDA
ROLE: [unclear] SA
[unclear] 00
NOTICE COMPLIANCE: [unclear] ISSUED 11/05/18 EXPIRES 04/14/21



CHRISTIAN G. YAGUE
Service Sales & Modernization
Manager

ANGELI JOYCE I. FIGURACION, CPA
Accountant IV

RICARDO B. ESPINOSA
General Manager

EDMUNDO B. LOPEZ, MD, MPH, MHA
Medical Center Chief II

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