

February 11, 2025

**NOTICE OF AWARD**

Subject: ITB No. : 2025-01-020  
 Project Title : Preventive Maintenance of Two units Passenger  
 Elevator at PNOC Building 6

Attention: **MS. SALLY MUNOZ**  
 Head of Sales, Maintenance Services & Modernization  
 KPI Elevators, Inc.

**Dear Ms. Munoz:**

This is to advise KPI Elevators, Inc. on the acceptance of its bid to undertake the aforementioned project in the amount of **One Hundred Eighty-Seven Thousand Nine Hundred Sixteen Pesos and 67/100 (Php187,916.67)**, in accordance with our Request for Quotation dated January 27, 2025.

Contract Duration: Eleven (11) months from receipt of the Notice to Proceed.

Kindly signify your agreement by signing on the space provided for below and return the other copies to us.

Very truly yours,



**ATTY. AROLF E. SUYOM**  
 Manager - Administrative Services  
 Department 

**CONFORME:**



(Signature over Printed Name)

02/17/25  
 (Date)

February 17, 2025

**MS. SALLY MUNOZ**  
 Head of Sales, Maintenance Services & Modernization  
**KPI ELEVATORS, INC.**  
 18th Flr., 1 Proscenium, Estrella Drive  
 Rockwell Center, Makati City

**NOTICE TO PROCEED**

This is to advise you that your offer for **Preventive Maintenance of Two units Passenger Elevator at PNOC Building 6** with Request For Quotation No. 2025-01-020 amounting to **PESOS: One Hundred Eighty-Seven Thousand Nine Hundred Sixteen Pesos and 67/100 (Php 187,916.67)** has been accepted by the Company.

You are hereby directed to proceed with the service from **February to December 2025** upon receipt of this notice.

Very truly yours,

  
**ATTY. AROLF E. SUYOM**  
 Manager – Administrative Services  
 Department *AS*

**Conforme:**

  
 SALLY MUNOZ

Authorized Representative

02/19/25

Date

**CONTRACT OF SERVICES FOR THE PREVENTIVE MAINTENANCE OF TWO  
(2) UNITS PASSENGER ELEVATOR AT PNOC BUILDING 6**

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KNOW ALL MEN BY THESE PRESENTS:

This Contract made the \_\_\_\_\_ day of 28 FEB 2025 2025 between:

**PHILIPPINE NATIONAL OIL COMPANY (PNOC)**, a government-owned and controlled corporation duly organized and existing under and by virtue of Presidential Decree No. 334, as amended, with principal business address at PNOC Building 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Metro Manila, represented herein by the Manager, Administrative Services Department, **AROLF E. SUYOM**, and hereinafter referred to as the "**COMPANY**";

-and-

**KPI ELEVATORS, INC.**, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with office at 18<sup>th</sup> Floor, 1 Proscenium, Estrella Drive, Rockwell Center, Makati City, represented herein by Head of Sales, Maintenance Service & Modernization, **SALLY T. MUÑOZ**, duly authorized for this purpose and hereinafter referred to as "**CONTRACTOR**";

**WITNESSETH:**

**WHEREAS**, the COMPANY is in need of a general contractor to undertake the Preventive Maintenance Services of Two (2) Units Passenger Elevator at PNOC Building 6. The COMPANY invited Bids for Preventative Maintenance Services of Two (2) Units Passenger Elevator at PNOC Building 6 and has accepted a Bid by the CONTRACTOR for the supply of those services in the sum of **ONE HUNDRED EIGHTY SEVEN THOUSAND NINE HUNDRED SIXTEEN PESOS and 67/100 (Php187,916.67)** for a period of eleven (11) months from receipt of the Notice to Proceed, which shall be paid within thirty (30) days from the presentation of billing statement (hereinafter called "the Contract Price"), inclusive of Value Added Tax (VAT), if any, and all applicable taxes, and in accordance with the terms and conditions set forth in this Contract;

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

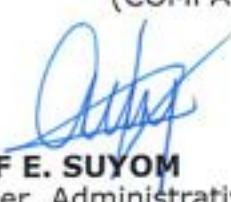
1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

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.:
  - (a) Request for Quotation;
  - (b) Mayor's/Business Permit;
  - (c) PhilGEPS Registration;
  - (d) Omnibus Sworn Statement
  - (e) Winning Bidder's quotation and all other documents or response to PNOC for the Preventive Maintenance of Two (2) Units Passenger Elevator at PNOC Building 6;
  - (f) Notice of Award; and the Bidder's conforme thereof; and
  - (g) Notice to Proceed.
3. In consideration of the payments to be made by the COMPANY to the CONTRACTOR as mentioned herein, the CONTRACTOR hereby covenants with the COMPANY to provide the services in accordance with the terms and conditions set forth in this contract and to remedy any and all defects.
4. Liquidated Damages is at least equal to one-tenth (1/10) of one percent (0.001) of the cost of the unperformed portion for every day of delay until actual delivery or performance.
5. The terms of payment shall be as follows: Refer to Detailed Terms of Reference attached herein as an integral part of the Contract.
6. The COMPANY hereby covenants to pay the CONTRACTOR the Contract Price or such other sum as may become payable under the provisions of the Contract.

**IN WITNESS WHEREOF** the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

**PHILIPPINE NATIONAL OIL COMPANY**  
(COMPANY)

by:

  
**AROLF E. SUYOM**  
Manager, Administrative Services

**KPI ELEVATORS, INC.**  
(CONTRACTOR)

by:

  
**SALLY T. MUÑOZ**  
Head of Sales, Maintenance &  
Modernization Department

**SIGNED IN THE PRESENCE OF:**

  
\_\_\_\_

  
\_\_\_\_  
**MICAH VENUS AGUILAR**

## ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES} } S.S.  
MAKATI CITY }

**BEFORE ME**, a Notary Public for and in the above jurisdiction, this \_\_\_\_\_  
day of **OCT 21 2025** personally appeared:

Name \* Competent Evidence of Identity Date/Place Issued

PNOC

by:

ABOLE E. SUYOM PH National ID No. 2879-1890-7150-2384; issued 08/17/2022

## KPI ELEVATORS, INC.

bv:

SALLY T. MUÑOZ

known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their own free and voluntary act and deed as well as the free and voluntary act and deed of the corporations represented herein and that they are authorized to sign the same.

This instrument consisting of three (3) pages, including the page whereon the acknowledgment clause is written, signed by the parties and their instrumental witnesses on each and every page hereof, sealed with my notarial seal, refers to a Contract of Services for the Preventive Maintenance of Two (2) Units Passenger Elevator at PNOC Building 6.

**WITNESS MY HAND AND SEAL** on the date and at the place first above-written.

Doc. No. 4473  
Page No. 1;  
Book No. 4;  
Series of 2025.

ATTY. ADONAI JAY C. ASLARONA  
Notary Public  
Until December 31, 2026  
IBP O.R. No. 364488/18-22-2823/Pampanga  
Appointment No. M-038 (2625-2626)  
Roll of Attorney No. 84603  
MCLE Compliance No. VII-0032436  
PTR No. 104689481-06-2025/Makati City  
Unit 1009 Philippine AXA Life Centre, Sen. Gil Puyat  
Avenue Corner Tinsay Street, Makati City 1286