

**CONTRACT AGREEMENT**  
**[For One (1) Unit Sports Utility Vehicle and One (1)**  
**Unit Passenger Vehicle]**

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THIS AGREEMENT made this JUL 17 2024 between **JOHN HAY MANAGEMENT CORPORATION**, with office address at John Hay Special Economic Zone, Baguio City, Benguet, Philippines (hereinafter called "**JHMC**") of the one part and **TOYOTA DAGUPAN CITY, INC. doing business under the name and style TOYOTA BAGUIO CITY**, with office address at Purok 6, Bokawkan Road, Baguio City (hereinafter called "**SUPPLIER**") of the other part;

WHEREAS, **JHMC** invited Bids for certain goods and ancillary services, particularly procurement of one (1) unit of Sports Utility Vehicle (SUV) and one (1) unit of Passenger Van and has accepted a Bid by the **SUPPLIER** for the supply of those goods and ancillary services in the sum of **Four Million Five Hundred Fifty-nine Thousand Nine Hundred Seventy-five Pesos (PhP4,559,975.00)**, (hereinafter called "**the Contract Price**").

NOW THIS AGREEMENT WITNESSETH 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.:
  - i. Philippine Bidding Documents (PBDs);
    - a. Scope of Services;
    - b. Technical Specifications;
    - c. General and Special Conditions of Contract; and
    - d. Supplemental or Bid Bulletins, if any.
  - ii. **SUPPLIER's** bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the **JHMC's** bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the **SUPPLIER's** conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or **JHMC** in the PBDs. **SUPPLIER** agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.


3. In consideration for the sum of **Four Million Five Hundred Fifty-nine Thousand Nine Hundred Seventy-five Pesos (PhP4,559,975.00)** or such other sum as may be ascertained, **SUPPLIER** agrees to deliver the goods in

accordance with its Bid.

4. **JHMC** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.
5. To ensure continuing compliance with tax laws pursuant to Executive Order No. 398:
  - a. The **SUPPLIER** shall pay taxes in full and on time, failure to do so will entitle **JHMC** to suspend payment.
  - b. The **SUPPLIER** is likewise required to submit, prior to the execution the Agreement, a tax clearance from the Bureau of Internal Revenue (BIR) as well as a copy of its income and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon.

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.

  
**ATTY. MARLO IGNACIO V. QUADRA**  
*President and CEO*  
Board Resolution No. 2024-0624-125  
Dated 24 June 2024

  
**CZARRICH BRIANSLY S. TIONG**  
*Vehicles Sales Manager*  
Board Resolution No. 2019-0101  
Dated 24 January 2022

for:

**JOHN HAY MANAGEMENT  
CORPORATION**

for:

**TOYOTA DAGUPAN CITY, INC.,  
DOING BUSINESS UNDER THE  
NAME AND STYLE TOYOTA  
BAGUIO CITY**

Signed in the presence of:

  
**BENJAMIN P. QUIÑO, JR.**  
*General Services Manager, JHMC*

  
**AILEEN Q. DACANAY**  
*Sales Representative*

Certified Availability of Funds:

CAF No.: CAF 24-07-112

BUR No.: 06-2024-07-0651

  
**JOSEPHINE Q. TECAN**  
*Accountant, JHMC*



## ACKNOWLEDGMENT

Republic of the Philippines)  
Baguio City ) SS.

BEFORE ME, a Notary Public in and for BAGUIO CITY, personally appeared:

Name	Identification Document	Issued/Expiration Date
Atty. Marlo Ignacio V. Quadra	Driver's License No: A11-98-004083	Until 10-22-2024
Czarrich Briansly S. Tiong	Driver's License No: A05-11-002446	Until 03-11-2032

They are known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the signatures they affixed confirm their own free acts and the entities they represent.

This contract, consisting of four (4) pages including this where the acknowledgment is stated, relates to the Contract Agreement for the procurement of two (2) units motor vehicles between JOHN HAY MANAGEMENT CORPORATION and TOYOTA DAGUPAN CITY, INC. doing business under the name and style TOYOTA BAGUIO CITY. The Parties and their witness signed in the proper spaces and the left margin of every page.

SIGNED AND SEALED on JUL 17 2024 in Baguio City, Philippines.

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Page No. 95  
Book No. I  
Series of 2024.

  
ATTY. MARY ELLEN S. CABUHAT

Notary Public for and in Baguio City  
Notarial Commission valid until 31 December 2025  
IBP No. 407458; 01/08/2024  
PTR No. 6181437; 01/12/2024  
Roll of Attorneys No. 55866  
MCLE Compliance No. VII-0004316 valid until 04/14/2025

BENJAMIN R. QUIÑO, JR.

## SECRETARY'S CERTIFICATE

REPUBLIC OF THE PHILIPPINES) Sc.  
BAGUIO CITY )

I, **TEDDY ESTEBAN F. RIGOROSO**, of legal age, married, with office address in Rigoroso Galindez Rabino Laron & Maristela Law Offices, 901 Fil Garcia Tower, 140 Kalayaan Avenue, Diliman, Quezon City, Metro Manila, Philippines, being the Corporate Secretary of the John Hay Management Corporation (JHMC), after having been duly sworn in accordance with law, hereby CERTIFY, that during the 293<sup>rd</sup> Special Meeting of the JHMC Board of Directors held on 24 June 2024 in the Board Room, JHMC Office Building, Camp John Hay, Baguio City, where a quorum was present, upon motion made and duly seconded, the Board passed and approved the following resolution:

*John Hay Management Corporation  
Board Resolution No. 2024-0624-125*

Resolve, as it is hereby **resolved**, that the **John Hay Management Corporation ("JHMC") Board of Directors** hereby:

- 1) **Approves** the the Contract relative to the procurement of One (1) Unit Sports Utility Vehicle ("SUV") and One (1) Unit Passenger Van;
- 2) **Authorizes** the JHMC President and Chief Executive Officer, Atty. Marlo Ignacio V. Quadra, to sign the Contract and any extensions thereof in accordance with Republic Act No. 9184 for and on behalf of JHMC; and

Resolved, finally, that this Resolution shall take effect immediately on 24 June 2024 and shall supersede all prior JHMC resolutions, instructions, memoranda, circulars, or instruments inconsistent herewith.

This certification is being issued subject to the final approval of the Minutes of the 24 June 2024 JHMC Board meeting.

IN WITNESS WHEREOF, I have set my hand this JUL 03 2024 day of 2024 in BAGUIO CITY

**ATTY. TEDDY ESTEBAN F. RIGOROSO**  
Corporate Secretary

**SUBSCRIBED AND SWORN TO** before me this JUL 03 2024 day of 2024 in BAGUIO CITY  
affiant exhibiting to me his IBP Identification Card No. 42240.

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Series of 2024

**GRAY S. TAMBIAO**  
Notary Public for Baguio City  
Notarial Commission N.A. 187-NC-22-R  
My Commission Expires on December 31, 2024  
Roll No. 63487; 06-08-14; Manila  
MCLE COMPLIANCE No. VII-0010149; 2-15-22  
PTR No. 6881954; 01-03-2024; Baguio City  
IBP O.R. No. 389872; 01-02-24; Baguio Baguio Chapter

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
LAND TRANSPORTATION OFFICE  
NON-PROFESSIONAL DRIVER'S LICENSE



Signature of Licensee

Last Name, First Name, Middle Name  
**QUADRA, MARLO IGNACIO VILLALOBOS**  
Nationality Sex Date of Birth Weight (kg) Height (m)  
PHL M 1976/10/22 86 1.78  
Address  
66 SANTA ESCOLASTICA VILLAGE BAGUIO CITY  
BENGUET  
License No. Expiration Date Agency Code  
A11-98-004083 2024/10/22 P06  
Blood Type Eyes Color  
AB+ BROWN  
Restrictions Conditions  
1,2 A

EDGAR C. GALVANTE  
Assistant Secretary

III. ORGAN DONATION:  
I WILL NOT DONATE ANY ORGAN  
IV. IN CASE OF EMERGENCY NOTIFY:  
NAME: JHINEVA L. PASTOR-QUADRA  
ADDRESS: 66 SANTA ESCOLASTICA VILLAGE B.C  
TEL. NO.: 091-443-5865

RENEWAL OF DRIVER'S LICENSE TO DRIVER

- I. RESTRICTIONS:  
1. MOTORCYCLES/MOTORIZED TRICYCLES  
2. VEHICLE UP TO 4500 KGS G.V.W.  
3. VEHICLE ABOVE 4500 KGS G.V.W.  
4. AUTOMATIC CLUTCH UP TO 4500 G.V.W.  
5. AUTOMATIC CLUTCH ABOVE 4500 G.V.W.  
6. ARTICULATED VEHICLE 1609 KGS G.V.W. AND BELOW  
7. ARTICULATED VEHICLE 1601 UP TO 4500 G.V.W.  
8. ARTICULATED VEHICLE 4501 & ABOVE G.V.W.
- II. CONDITIONS:  
A. WEAR EYEGLASSES  
B. DRIVE ONLY W/SPECIAL EQPT FOR UPPER LIMBS  
C. DRIVE ONLY W/SPECIAL EQPT FOR LOWER LIMBS  
D. DAY/NIGHT DRIVING ONLY  
E. ACCOMPANIED BY A PERSON W/NORMAL HEARING

Serial Number  
128873536

