



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON ELECTIONS**  
Intramuros, Manila

## NOTICE OF AWARD

**CROWN MOVING SERVICE CO., LTD**

2-8-1, Shinkjuku-ku,  
160-0022 Tokyo, Japan  
Tel No. 03-6709-9559  
Fax: 03-6908-5358

Attention : **JAMES IZUMI**  
Company Representative

Dear Sir:

Greetings!


On behalf of the Commission *En Banc*, pursuant to Office of the Commission Secretary Memorandum No. <sup>COMELEC RESOLUTION</sup> NO. 21-1062 dated 22 Sep 2021, the undersigned hereby AWARDS the Procurement Project, *Courier Service to Deliver All Election Materials and Paraphernalia used in the 2019 National and Local Elections and Previous Years stored at the Old (Former) Philippine Embassy/Chancery in Nampeidai to the Commission on Elections, Philippines* to your company, with the following details, viz:

Project Description	Qty.	Total Contract Price
Courier and packaging services for the return shipment [via sea cargo] of election equipment, peripherals, paraphernalia, records and materials used in the 2019 and past elections from the Philippine Embassy in Tokyo, Japan to the Commission on Elections, Philippines	1 lot	¥ 2,080,000.00 (USD 18,505.34)

FEB 08 2022, Intramuros, Manila.

  
**BARTOLOME J. SINOCRUZ, JR.**  
Executive Director

CONFORME:

  
Name & Signature of Company's Representative  
Date: FEB. 9 TH, 2022

## **ENGAGEMENT OF COURIER SERVICE TO DELIVER ELECTION MATERIALS AND PARAPHERNALIA TO THE PHILIPPINES**

### **TERMS OF REFERENCE**

The Philippine Embassy in Tokyo, Japan needs to engage the services of a qualified and licensed courier service provider which would ensure a faster, efficient and timely delivery of all election materials and paraphernalia used in the 2019 National and Local Elections and previous years to the Commission on Elections, Philippines.

#### **I. SCOPE OF SERVICES**

The Service Provider shall, to the satisfaction of the Philippine Embassy in Tokyo, Japan, render, undertake and perform the following:

1. Forward deployment via sea cargo, if possible, of all election-related equipment, paraphernalia, forms and supplies used in the 2019 National and Local Elections and previous years to the Commission on Elections in the Philippines, particularly:

[enumerate election materials subject to reverse logistics, please see attached list Annex A].

2. Pack properly the cargoes from the Philippine Embassy in Tokyo (Post) in accordance with its nature, and packing and shipping standards.
3. Pick up the cargo from the Philippine Embassy in Tokyo (Post) between [Office Hours].
4. Delivery of cargoes to the COMELEC Central Warehouse.

**Consignee: ATTY. CATHERINE FERNANDEZ  
COMMISSION ON ELECTIONS**

**Address of Consignee: MANILA BAY HOSIERY MILLS, INC.,  
COMPOUND, BUILDING D  
201 DALISAY STREET, BACOOD,  
STA. MESA, MANILA, PHILIPPINES**

5. Release of cargoes shall be made only to the addressee or to its authorized representative.
6. Submit to the Philippine Embassy in Tokyo [Post] within thirty (30) calendar days, reckoned from the Post's dispatch the following:

- Delivery Status Report and Delivery Receipts duly acknowledged by the addressee or his/her authorized representatives, with signature over his/her printed name as proof that the addressee has received the cargoes;
- Other reports and relevant documents as may be required by the Post;
- Billing/Statement of Accounts.

## **II. MINIMUM QUALIFICATIONS**

1. The Service Provider must have a respectable track record in nationwide or international courier services and must have been in the same business for at least three (3) years attested by previous or current clients through the submission of Certificate of Satisfactory Services Rendered or any other similar document issued to it.
2. The Service Provider must have completed at least two (2) similar contracts.
3. The Service Provider must offer domestic and international courier.
4. The Service Provider must have branches nationwide and international.
5. The Service Provider should have assigned point person that will handle the account and all the necessary transaction of the Post with the courier service provider.

## **III. DURATION OF ENGAGEMENT**

The Contract shall immediately take effect upon its execution and shall remain effective for a period of one (1) year from 10 February 2022.

The Philippine Embassy in Tokyo, Japan [Post] reserves the right to terminate this Contract for any cause which may include failure of the Service Provider to perform in a timely and acceptable manner any of their works, duties, functions, responsibilities or obligations stipulated herein or failure to carry out the tasks herein required in a manner acceptable to the Philippine Embassy in Tokyo [Post] or violation by the Service Provider of any of the terms and conditions of this Contract, subject to sanctions and remedies provided for herein and under the pertinent laws, rules and regulations.

#### **IV. RESPONSIBILITIES OF THE COMELEC**

The COMELEC agrees to pay the Service Provider the Contract Price in accordance with the mode and terms of payment set for in this Contract.

Whenever the performance of the obligations under this Contract requires the Service Provider to obtain permits, approvals, import, and other licenses from local authorities, the COMELEC shall, if so needed by the Service Provider, make its best effort facilitate and/or to assist the Service Provider in complying with such requirements in a timely and expeditious manner.

#### **V. TERMS AND MANNER OF PAYMENT**

Payment shall be made by bank transfer by the COMELEC within thirty (30) calendar days upon receipt of the billing statement.

COMELEC shall pay the Service Provider for its services actually rendered. Such payment shall not exceed Service Provider's financial offers for this project in the total amount of **Two Million Eighty Thousand Japanese Yen [JP¥2,080,000]** VAT exempt, inclusive of all other applicable taxes. For the purpose of claiming payments, the all-in rates of Service Provider are fixed and not subject to variation or price escalation on any account.

#### **V. CHARGING RATES**

Rates shall be based on the amount of the award and no payment therefor shall be made except upon issuance by the COMELEC or its authorized representative of a Certificate of Completion of delivery to COMELEC.

Rates are "ALL IN" for all Cargoes such as freight, relevant taxes as may be applicable, subject to tax treatment on the exemption of this Commission from taxes and customs duties pursuant to RA 9369, insurance, handling fee, fuel, waybill issuance fees, and all other charges, fees or fiscal levies pertinent to this Project, shipment of cargoes, including manpower.

In the quotation of rates, the following general parameters shall be considered:

- a. Actual weight or volumetric weight in kilograms, for cargo movement using air, sea or land transportation, whichever is higher.

Volumetric weight of cargoes shall be computed according to International Airfreight Transportation Association (IATA) standard, which is volume

weight in kilos equals length x width x height in centimeter (cm.) divided by 5,000.

- b. During the weighing before dispatch of Cargoes, the COMELEC shall determine if the weight to be applied is actual or volumetric, in the presence of the representatives of the Provider, Commission on Audit, Finance Services Department and Internal Audit Department.

#### **VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC for this Project is **Twenty Two Thousand Eight Hundred Ninety Two Dollars [\$22,892.00]**.

The ABC is merely an estimate for budget purposes and does not entitle the winning bidder to claim the entire amount it offered during the bidding per lot or lots. Payments to the winning bidder shall be based on the actual/exact total weight of delivered Cargoes up to two (2) decimal points, or the approved minimum weight, whichever is applicable, as indicated in the BL, to be multiplied by the all-in rate/s offered by such bidder during the submission of bids.

#### **VIII. CONFIDENTIALITY AGREEMENT**

The winning bidder shall execute and sign a Confidentiality and Non-Disclosure Undertaking upon Notice of Award.

**SERVICE CONTRACT FOR THE DEPLOYMENT OF ELECTION EQUIPMENT,  
PERIPHERALS, FORMS SUPPLIES AND PARAPHERNALIA USED IN THE  
2019 AND PREVIOUS YEARS FROM THE PHILIPPINE EMBASSY IN TOKYO,  
JAPAN TO THE PHILIPPINES**

KNOW ALL MEN BY THESE PRESENTS:

This Contract is made and entered into this date, 10 February 2022 in the Philippine Embassy, 5-15-5 Roppongi, Minato City, Tokyo, Japan, by and between:

THE PHILIPPINE EMBASSY, TOKYO, (hereinafter referred to as "TOKYO PE")

--- and ---

CROWN MOVING SERVICE CO., LTD., (hereinafter referred to as "PROVIDER"),

The Tokyo PE and the Service Provider shall hereinafter be individually referred to as a "Party" and collectively as the "Parties".

WHEREAS, Tokyo PE wishes to obtain the Services of Service Provider;

WHEREAS, Service Provider has the skills, qualifications, and expertise required to provide the Services to Tokyo PE;

WHEREAS, Service Provider wishes to render such Services to Tokyo PE.

NOW, therefore, in consideration of the promises and covenants contained herein, as well as other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the Parties do hereby agree as follows:

**Article 1 - DEFINITIONS:** As used in this Agreement:

1.1. "COMELEC" refers to the Commission on Elections.

1.2. "Contract Price" refers to the price payable to the Service Provider under this Contract for the full and proper performance of its contractual obligations.

1.3. "Contract" refers to this agreement by and between Tokyo PE and Service Provider, together with all its Annexes for this Project.

1.4. "Commencement Date" shall be used to refer to the date the Service Provider begins work on the Services for Tokyo PE. The Commencement Date shall be the date of service requested by Tokyo PE and accepted by Service Provider.

1.5. "Completion Date" shall be used to refer to the date that the Service Provider will complete or cease the provision of Services to the Tokyo PE. The Completion Date is currently unknown, and for the purposes of this Agreement, will mean the

date in the future that the Service Provider has completed the rendering of all services to Tokyo PE.

1.6. "Day" refers to calendar day.

1.7. "Delay" refers to the time difference or interval between the date when the goods and/or services are supposed to be delivered as specified under the contract and the date when the same are actually delivered for any reason whatsoever even without demand on the part of Tokyo PE.

1.8. "Effectivity Date" of the Contract will be the date of receipt by the Service Provider of the Notice to Proceed or the date provided in the Notice to Proceed. Performance of all obligations shall reckon from the Effectivity Date of this Contract.

1.9. "Services" refer to those general support services such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other obligations of the Service Provider covered under the Contract.

1.10. "Technical Requirements" refer to the technical bid submitted by the Service Provider during the bidding process for the Project to prove its eligibility.

#### **Article 2 - EFFECTIVITY:**

2.1. This Contract shall take effect upon the fulfillment of all of the following conditions:

- a. Signing of this Contract in five (5) copies by the parties; and
- b. Receipt by the Service Provider of the Notice to Proceed.

2.2. The term of this Contract begins from the Effectivity Date until the delivery of all the election materials picked up from Post at the storage/warehouse of the Commission on Elections, without prejudice to the surviving provisions of this Contract including the warranty provision as prescribed in Article 10.

#### **Article 3 – SCOPE OF THE PROJECT:**

3.1. Forward deployment via sea cargo, if possible, of all election-related equipment, paraphernalia, forms and supplies used in the 2019 National and Local Elections and previous years to the Commission on Elections in the Philippines, particularly: [enumerate election materials subject to reverse logistics, please see attached list, Annex A].

3.2. The Consignee of shall be the COMELEC.

3.3. Cargoes shall be picked-up from Tokyo PE.

3.4. The Service Provider shall pack properly the cargoes from Tokyo PE in accordance with its nature, and packing and shipping standards.

3.5. Release of cargoes shall be made only to the addressee or to its authorized representative.

3.6. Submit to Tokyo PE within thirty (30) calendar days, reckoned from the Post's dispatch the following:

- Delivery Status Report and Delivery Receipts duly acknowledged by the addressee or his/her authorized representatives, with signature over his/her printed name as proof that the addressee has received the cargoes;
- Other reports and relevant documents as may be required by the Post; and
- Billing/Statement of Accounts.

#### **Article 4 - DELIVERY TERMS AND CONDITIONS:**

4.1. Service Provider agrees to strictly follow the instructions of Tokyo PE in the performance of its obligations and responsibilities under this Contract, the Terms of Reference (TOR), Schedule of Requirements, as well as any subsequent agreement that may be reached by the parties in furtherance of Tokyo PE's shipment requirements.

4.2. Service Provider shall exercise extraordinary diligence in the handling and delivery of all cargoes. Any loss or damage to the shipments is subject to the pertinent provisions of this Contract.

4.3. The classification and quantity of the cargoes to be shipped out, the chargeable weights, destination, and other material details required to be declared/manifested in the Bill of Lading shall be the exclusive concern of COMELEC. All other matters shall be governed by Service Provider's waybills.

4.4. All cargoes subject of deployment shall be weighed immediately upon receipt by the COMELEC in the presence of Service Provider's representative/s. Said weight shall be crossreferenced with the weight indicated in Service Provider's waybill to determine whether there is a discrepancy. If there is a discrepancy, the COMELEC weighing scale shall prevail and the weight obtained therefrom shall be written on the waybills. The representatives of the COMELEC and Service Provider shall affix their signatures at the back of all waybills.

4.5. Service Provider shall give priority to this shipment, and shall ensure that the same are delivered on time, intact and undamaged, to the consignee specified in the BL.

4.6. Service Provider shall use the cheapest but fastest means of transportation. However, in case of urgency, Service Provider may, subject to prior approval of the COMELEC via Tokyo PE employ all the necessary means, including transport



by air or diversion of routes, to ensure that shipments shall arrive at intended destination on time.

4.7. Failure of Service Provider to employ the most economical means of transportation as warranted by circumstances, or if it has misrepresented in its urgent or instant request to divert route/s, specifically if it is detrimental to the interest of Tokyo PE and COMELEC, the latter shall be entitled to reimbursement of the difference in the rate/charge if the same were transported by the most economical mode of transport (land or sea). This is without prejudice to civil and/or criminal actions that may be taken against Service Provider and motu proprio termination of any existing contract or agreement with Tokyo PE.

4.8. Service Provider shall be precluded from: a. Bumping off cargoes in favor of other clients; b. Refusing to deliver the cargoes, unless due to force majeure or fortuitous event; c. Exercising stoppage in transit or other analogous circumstance, which would halt any cargoes in transit from proceeding to its destination, except in case of fortuitous event or force majeure.

4.9. Upon the effectivity of this Contract, Service Provider shall deliver to Tokyo PE the following:

i. an accurate, regular and timely cargo monitoring system or tracking device to regularly and frequently up-date Tokyo PE of all movements; and

ii. an efficient means of updating Tokyo PE such as a valid and active e-mail account and a website where the Tokyo PE's representative could conveniently and accurately monitor the movements of cargoes;

4.10. The parties agree that this Contract, as well as its annexes, is subordinate to the rules and regulations which may be imposed from time to time by the government regulatory bodies pertaining to the shipment and transportation of goods.

#### **Article 5 – CONTRACT PRICE AND PAYMENT:**

5.1. COMELEC shall pay the Service Provider for its services actually rendered. Such payment shall not exceed Service Provider's financial offers for this deployment project in the total amount of **Two Million Eighty Thousand Japanese Yen (JP¥2,080,000)** VAT exempt, inclusive of all other applicable taxes.

5.2. For purposes of claiming payments, the all in rates of Service Provider are fixed and not subject to variation or price escalation on any account.

5.3. Service Provider shall be paid after delivery of cargoes by the COMELEC and receipt of billing statement.

5.4. All payments to Service provider shall be subject to deduction of applicable withholding taxes, in accordance with law.

5.5. All payments shall be based on the rates and parameters stated in this Article.

5.6. For purposes of determining claims to loss of shipment, the value indicated in the BL shall be controlling.

5.7. Service Provider shall be entirely responsible for all the applicable taxes, duties, license fees, and such other levies imposed for the completion of this Contract.

5.8. The Mode of Payment shall be through the Electronic Modified Disbursement System (eMDS) to Service Provider's account. It shall be through Authority to Debit Account prepared by COMELEC.

#### **Article 6 – RESPONSIBILITIES OF POST:**

6.1. During the provision of the Services, the Client hereby agrees to:

a. Cooperate with the Service Provider for anything the Service Provider may reasonably require;

b. Provide any information and/or documentation needed by the Service Provider relevant to the provision of Services or payment for the provision of Services;

c. Require any staff or agents of the Client to co-operate with and assist the Service Provider as the Service Provider may need;

d. Make available to the Service Provider, without fee or cost, any facilities, which may include, but are not limited to, a work space, computer, or other physical equipment, the Service Provider may reasonably require.

e. Post has no control over the scheduling of transport after the turnover of the cargo to the Service Provider.

#### **Article 7 – RESPONSIBILITIES OF SERVICE PROVIDER:**

7.1. Service Provider hereby agrees to provide Tokyo PE the service as described in Article 3 (Scope of the Project) of this Contract and the Terms of Reference (TOR).

7.2. The Services to be performed shall be done with utmost efficiency and care demanded of a good father of a family in accordance with the Technical Specifications and the Schedule of Delivery.

7.3. Service Provide shall not be liable for forfeiture of its security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under this Contract is the result of a force majeure or an event which Service Provider could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by Service Provider. Force majeure may

include acts of God or the public enemy, war, riot, embargo, fire, explosion, sabotage, flood, accident, labor disputes, and other analogous causes.

7.4. The liability of Service Provider for any loss, theft, robbery, damage to the cargoes and for such similar circumstances shall be governed by the pertinent provisions of the Civil Code of the Philippines, other relevant laws and this Contract and of the TOR. Service Provider shall immediately notify Tokyo PE not later than three (3) hours upon discovery of such loss, theft, robbery or damage.

7.5 The Service Provider shall pick up the cargo from Tokyo PE on or before 28 February 2022. It is understood that the delivery of the cargo to the Philippines shall take more than two months from date of pick up from Post in view of the scheduling of transport, which is beyond Post's control.

#### **Article 8 – RESPONSIBILITIES OF THE COMELEC:**

8.1. COMELEC agrees to pay the Service Provider the Contract Price in accordance with the mode and terms of payment set forth in Article 5 of this Contract.

8.2. Whenever the performance of the obligations under this Contract requires the Service Provider to obtain permits, approvals, import, and other licenses from local public authorities, the COMELEC shall, if so, needed by the Service Provider, make its best effort facilitate and /or to assist the Service Provider in complying with such requirements in a timely and expeditious manner.

#### **Article 9 – WARRANTIES:**

9.1. The Service Provider represents and warrants that it will perform the Services using reasonable care and skill for a Service Provider in their field and that any end products or materials given by the Service Provider to Tokyo PE under the terms and conditions of this Contract will not infringe on or violate the intellectual property rights or any other right of any third party.

#### **Article 10 – ENTIRETY AND MODIFICATION OF CONTRACT:**

10.1. Subsequent memoranda, letters of instruction, agreements and all communications coming from the parties shall form part and parcel of this Service Contract.

10.2. This contract cannot be altered, modified, amended, changed, extended, waived or terminated, except in writing and signed by both parties.

#### **Article 11 – TIME FOR PERFORMANCE:**

11.1. Time shall be of the essence for the performance by the Service Provider of its obligations under the Contract. Any dates, periods or times for performance specified in the Contract are to be met, and in default, the Service Provider will be in breach of the Contract.

## **Article 12 – TERMINATION:**

12.1. This Contract may be terminated by either party, upon notice in writing to Tokyo PE: a. If the other party commits a material breach of any term of this Agreement that is not capable of being remedied within fourteen (14) days or that should have been remedied within fourteen (14) days after a written request and was not; b. If the other party becomes unable to perform its duties hereunder, including a duty to pay or a duty to perform; c. If the other party or its employees or agents engage in any conduct prejudicial to the business of the other, or in the event that either party considers that a conflict or potential conflict of interest has arisen between the parties.

12.2. This Contract may be terminated by the Service Provider if the COMELEC fails to pay any requisite fees within fifteen (15) after the date they are due as stated in Article 5 of this Contract. If this Contract is terminated before the expiration of its natural term, and for any and all expenditure due for payment after the date of termination for commitments reasonably made and incurred by Service Provider related to the rendering of Services prior to the date of termination. Any termination of under this subpart shall not affect the accrued rights or liabilities of either Party under this Contract or at law and shall be without prejudice to any rights or remedies either Party may be entitled to. Any provision or subpart of this Contract which is meant to continue after termination or come into force at or after termination shall not be affected by this subpart.

## **Article 13 – DATA PRIVACY, SECURITY AND NON-DISCLOSURE CLAUSE:**

13.1. All documents that the Service Provider shall receive from Tokyo PE in the course of the Project are deemed confidential information. In the event that the Service Provider receives information from Tokyo PE which contains personal information and sensitive personal information, it shall comply with the relevant provisions of the Data Privacy Act of 2012.

13.2. The Service Provider shall keep all confidential information secret and shall not disclose said confidential information except to those personnel involved in this Project. Such personnel are bound by obligations of confidentiality no less effective than those contained in this Contract and applicable law and rules.

13.3. The Service Provider shall use the confidential information only to the extent necessary in connection with the purpose of the Project.

13.4. The Service Provider shall use the standard under the Data Privacy Act of 2012 to establish and maintain satisfactory security measures to safeguard the confidential information from unauthorized access or use.

13.5. The Service Provider undertakes not to make or have made any copy, record or duplication of any of the confidential information or reduce it into writing or in any medium if disclosed orally, without the prior written consent of the COMELEC

through Tokyo PE, except to the extent that is reasonably necessary for the Project.

13.6. The Service Provider shall be liable for inadvertent, deliberate or unauthorized disclosure and improper use of confidential information under pertinent laws and rules.

13.7. All confidential information of the COMELEC, including any copies, thereof, shall remain to be its property and shall be promptly returned by the Service Provider upon the termination of this Contract. Upon such termination, all copies made by the Service Provider of the confidential information of shall be promptly sent by the Service Provider to the COMELEC through Tokyo PE.

13.8. All proprietary rights in the confidential information of the COMELEC shall remain vested in it. The confidentiality obligations contained herein shall remain in force even after the termination of this Contract. In no case shall the Service Provider retain any copy of the confidential information.

#### **Article 14 - SETTLEMENT OF DISPUTES:**

14.1. If any dispute shall arise between the Parties in connection with or arising out of this Contract, the Parties shall make every effort to resolve amicably such dispute by mutual consultation.

14.2. If after thirty (30) days, the Parties have failed to resolve their dispute by such mutual consultation, then either Party may give notice to the other Party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

14.3. Any dispute in respect of which a notice of intention to commence arbitration has been given in accordance with this Article shall be settled by arbitration by an arbitral tribunal composed of three (3) arbitrators. The first arbitrator will be appointed by the Party giving notice of its intention to commence arbitration, the second arbitrator, except for the case as specified hereinafter, will be appointed by the other party within fifteen (15) days after the date on which the latter has received notice of arbitration, and the third arbitrator, who will act as Chairman of the arbitral tribunal, will be designated by mutual agreement of the two arbitrators already appointed by the Parties within fifteen (15) days after the appointment of the second arbitrator or, failing such agreement, by the President of the Dispute Resolution Centre, Inc. ("PDRCI"). The President of the PDRCI shall also designate: (i) the second arbitrator if the party receiving the notice of arbitration has failed to nominate the second arbitrator; and (ii) the replacement of any arbitrator who is unable or unwilling to accept the appointment or to continue acting as such. Arbitration may be commenced prior to or after the performance of the Services and the delivery of the Goods under this Contract.

14.4. In the case of a dispute between the Parties, the dispute shall be resolved in accordance with RA 9285, otherwise known as the Alternative Dispute Resolution Act of 2004. The arbitration proceeding shall be conducted within Metro Manila and the proceedings shall be conducted in English. The decision of the arbitral tribunal shall be final and binding upon the Parties.

14.5. Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under this Contract unless they otherwise agree; and the COMELEC shall pay the Service Provider any monies due the Service Provider.

#### **Article 15 - GENERAL PROVISIONS:**

15.1. GOVERNING LAW: This Contract shall be governed in all respects by the laws of the Philippines and Japan and any applicable law. Both Parties consent to jurisdiction under the law where this Contract is executed.

15.2. LANGUAGE: All communications made or notices given pursuant to this Contract shall be in the English language.

15.3. ASSIGNMENT: This Contract, or the rights granted hereunder, may not be assigned, sold, leased or otherwise transferred in whole or part by either Party.

15.4. NO WAIVER: None of the terms of this Contract shall be deemed to have been waived by any act or acquiescence of either Party. Only an additional written agreement can constitute waiver of any of the terms of this Contract between the Parties. No waiver of any term or provision of this Contract shall constitute a waiver of any other term or provision or of the same provision on a future date. Failure of either Party to enforce any term of this Agreement shall not constitute waiver of such term or any other term.

15.5. SEVERABILITY: If any provision of this Contract is declared illegal, unenforceable or void, the parties shall negotiate in good faith to agree upon a substitute provision that is legal and enforceable and consistent with the intentions of the Project. The rest of this Contract that is not materially affected by such declaration shall subsist.

15.6. NOTICES ELECTRONIC COMMUNICATIONS PERMITTED: i) Any notice to be given under this Contract shall be in writing and shall be sent by first class mail, air mail, or e-mail, to the address of the relevant Party set out at the head of this Contract, or to the relevant email address set out below or other email address as that Party may from time to time notify to the other Party in accordance with this clause. The relevant contact information for the Parties is as follows:

Service Provider: y.izumi@crowm-move.net

Post: admin.section@philembassy.net

IN WITNESS WHEREOF, the parties, acting through their duly authorized representatives hereby sign this Contract this 10<sup>th</sup> day of February, 2022 in Tokyo, Japan.

**CROWN MOVING SERVICE CO., LTD.**  
2-8-1 Shinjuku-ku  
Tokyo, Japan 160-0022

**PHILIPPINE EMBASSY, TOKYO, JAPAN**  
5-15-5 Roppongi, Minato-ku,  
Tokyo, Japan 106-8537


By:

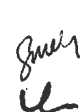
  
**JAMES IZUMI**  
Representative

  
**JOSE C. LAUREL, V**  
Ambassador

Witnesses:

  
**ROBESPIERRE L. BOLIVAR**

  
**ANWAR M. ITO**



# **ANNEX A**

\*List of Election Materials Subject to Reverse Logistics



# PACKING LIST

DATE	INVOICE NO.
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FEB. 24TH, 2022

K1-22-02-032

SHIPPER	CONSIGNEE
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COMMISSION OF ELECTIONS  
 C/O EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
 5-15-5, ROPPOGI, MINATO-KU  
 TOKYO, JAPAN 106-8537  
 ATTN: MS. SHIELA M.D. DE JESUS-TABO

COMMISSION OF ELECTIONS  
 MANILA BAY HOSIERY MILLS INC., COMPOUND,  
 BUILDING D, 201 DALISAY STREET, BACOOD,  
 SANTA MESA, MANILA, THE PHILIPPINES  
 ATTN: MS. ATTY CATHERINE FERNANDEZ

PAYMENT TERMS: AS PER CONTRACT

TO BE SHIPPED PER "A VESSEL VOY. ??? FROM YOKOHAMA, JAPAN SAILING O/A , 2022 TO MANILA.

ELECTION MATERIALS, EQUIPMENT AND PARAPHERNALIA USED IN NATIONAL & LOCAL ELECTIONS 2019 & PREVIOUS YEARS

NO.	DESCRIPTION	QTY.	UNIT/BOX	WT (KGS)	DIMENSION (cm )
1.	2019-14 SEALED BALLOT BIN PRECINT (1 - 19)	1	UNIT	90	98 X 53 X 85
2.	2019-15 SEALED BALLOT BIN PRECINT (20-41)	1	UNIT	101	98 X 53 X 85
3.	2019-12 RTS MAILING ENVELOPES "R"	1	BOX	16.8	47 X 47 X 33
4.	2019-12 RTS DITTO "T"	1	BOX	17.5	47 X 47 X 35
5.	2019-12 RTS DITTO "R" & "S"	1	BOX	18.2	47 X 47 X 34
6.	2019-12 RTS DITTO "G"	1	BOX	18.3	47 X 47 X 33
7.	2019-12 RTS DITTO " K "	1	BOX	17.7	35 X 46 X 35
8.	2019-12 RTS DITTO " S "	1	BOX	18.1	35 X 46 X 35
9.	2019-12 RTS DITTO "L" & "K"	1	BOX	18	35 X 46 X 35
10.	2019-12 RTS DITTO "G" & "F"	1	BOX	18	35 X 46 X 35
11.	2019-12 RTS DITTO " H "	1	BOX	18.5	35 X 46 X 35
12.	2019-12 RTS DITTO " S "	1	BOX	18.1	35 X 46 X 35
13.	2019-12 RTS DITTO " K "	1	BOX	18.1	47 X 47 X 34
14.	2019-12 RTS DITTO "A" & "I"	1	BOX	19	47 X 47 X 34
15.	2019-12 RTS DITTO "B" & "C"	1	BOX	25.1	47 X 47 X 34
16.	2019-12 RTS DITTO "B" & "D"	1	BOX	21.2	47 X 47 X 34
17.	2019-12 RTS DITTO "A" & "B"	1	BOX	26	47 X 47 X 34
18.	2019-12 RTS DITTO "M"	1	BOX	25	47 X 47 X 35
19.	2019-12 RTS DITTO "S" & "R"	1	BOX	19	47 X 47 X 32
20.	2019-12 RTS DITTO "T,O,P,Q,U"	1	BOX	19	47 X 47 X 32
21.	2019-12 RTS DITTO "O"	1	BOX	19.1	47 X 47 X 32
22.	2019-12 RTS DITTO "J"	1	BOX	18.2	47 X 47 X 33
23.	2019-12 RTS DITTO "T"	1	BOX	18.3	47 X 47 X 32
24.	2019-12 RTS DITTO "S"	1	BOX	19	47 X 47 X 34
25.	2019-12 RTS DITTO "N"	1	BOX	19	47 X 47 X 32

NO.	DESCRIPTION	QTY.	UNIT/BOX	WT (KGS)	DIMENSION (cm )
26.	2019-12 RTS DITTO "M"	1	BOX	26.2	47 X 47 X 34
27.	2019-12 RTS DITTO "A"	1	BOX	18	35 X 46 X 35
28.	2019-12 RTS DITTO "C" & "D"	1	BOX	17.7	35 X 46 X 35
29.	2019-12 RTS DITTO "B,C,P,R"	1	BOX	34.3	44 X 56 X 46
30.	2019-12 RTS DITTO "J,N,O,Z,Y,W,V"	1	BOX	34.7	44 X 56 X 46
31.	2019-10 USED VALID ENVELOPES	1	BOX	12.7	35 X 46 X 35
32.	2019-10 USED VALID ENVELOPES	1	BOX	17.3	35 X 46 X 35
33.	2019-10 DITTO	1	BOX	18.6	35 X 46 X 35
34.	2019-10 DITTO	1	BOX	18.1	35 X 46 X 35
35.	2019-10 DITTO	1	BOX	19	35 X 46 X 35
36.	2019-10 DITTO	1	BOX	18.4	35 X 46 X 35
37.	2019-10 DITTO	1	BOX	19	35 X 46 X 35
38.	2019-10 DITTO	1	BOX	18.2	35 X 46 X 35
39.	2019-10 DITTO	1	BOX	19.4	35 X 46 X 35
40.	2019-10 DITTO	1	BOX	18.8	35 X 46 X 35
41.	2019-10 DITTO	1	BOX	20.4	35 X 46 X 35
42.	2019-10 DITTO	1	BOX	19.5	35 X 46 X 35
43.	2019-10 DITTO	1	BOX	18.4	35 X 46 X 35
44.	2019-10 DITTO	1	BOX	18.9	35 X 46 X 35
45.	2019-10 DITTO	1	BOX	19	35 X 46 X 35
46.	2019-9 THERMAL PAPERS	1	BOX	26	57 X 50 X 19
47.	2019-13 UNUSED MAILING ENVELOPES	1	BOX	37.5	44 X 55 X 52
48.	2019-4 COMELEC ID & LISTS, POSTER, LEAFLET	1	BOX	39	47 X 47 X 34
49.	2019-2 DAILY REPORTS SBEI -1, SBEI-2	1	BOX	22.9	44 X 56 X 45
50.	2019-3 LEAFLETS	1	BOX	36.8	44 X 56 X 38
51.	2019-1 COMELEC ID	1	BOX	32.1	44 X 56 X 38
52.	2019-11 BOX OF ELECTION FORMS	1	BOX	16.5	44 X 56 X 25
53.	2019-5 EMPTY BALLOT BIN X 1 (BROKEN BOTTOM ) LID X 5	1	UNIT	20	95 X 52 102
54.	2019-6 EMPTY BALLOT BINS X 5, LID X 1	1	UNIT	35	95 X 52 X 110
55.	2019-16 USED VALID ENVELOPES	1	BOX	18	45 X 35 X 35
56.	2019-13 UNUSED MAILING ENVELOPES	1	BOX	45.1	45 X 56 X 61
57.	2016-17 SMALL BLACK BALLOT BOX 1A,2A,3A,4A,5A,6A	1	BOX	5.3	56 X 60 X 77
58.	2016-17 DITTO 7A,8A,9A,10A,11A,12A	1	BOX	5.3	56 X 60 X 77
59.	2016-17 DITTO 13A,14A,15A,16A,17A,18A	1	BOX	5.3	56 X 60 X 77
60.	2016-17 DITTO 19A,20A,21A,22A	1	BOX	3.6	56 X 60 X 48
61.	OVF No.16 1A ~11A UNUSED,12A ~22A TORN BALLOTS	1	BOX	16.6	60 X 56 X 77
62.	2016-5 RTS MAILING ENVELOPES "L" & "M"	1	BOX	18.8	35 X 46 X 35
63.	2016-5 RTS DITTO "N" & "O"	1	BOX	17	35 X 46 X 35
64.	2016-5 RTS DITTO "P,Q,R"	1	BOX	17.4	35 X 46 X 35

NO.	DESCRIPTION	QTY.	UNIT/BOX	WT (KGS)	DIMENSION (cm )
65.	2016-5 RTS DITTO "A" & "B"	1	BOX	18.7	35 X 46 X 35
66.	2016-5 RTS DITTO "D, E, F"	1	BOX	16	35 X 46 X 29
67.	2016-5 RTS DITTO "A, B, C, D, L, M"	1	BOX	13.3	35 X 46 X 27
68.	2016-5 RTS DITTO " C "	1	BOX	18.4	35 X 46 X 35
69.	2016-5 RTS DITTO "G, H, I "	1	BOX	21	35 X 46 X 35
70.	2016-5 RTS DITTO "J, K "	1	BOX	19	35 X 46 X 35
71.	2016-5 RTS DITTO " S "	1	BOX	21	35 X 46 X 35
72.	2016-5 RTS DITTO "T, W, X, Y, Z"	1	BOX	20.1	35 X 46 X 35
73.	2016-5 RTS DITTO "T, U, V, X, Y, Z"	1	BOX	15.8	35 X 46 X 35
74.	2016-6 THERMAL PAPERS	1	BOX	16	35 X 46 X 27
75.	2016-6 THERMAL PAPERS	1	BOX	17.6	35 X 46 X 29
76.	2016-14 2016 & 2019 DELAY INVALID BALLOTS	1	BOX	22.5	47 X 47 X 32
77.	2016-4 UNUSED WHITE ENVELOPE @ 2 BOXES INSIDE	1	BOX	16.3	46 X 57 X 34
78.	2016-4 UNUSED WHITE ENVELOPE @ 2 BOXES INSIDE	1	BOX	26.2	46 X 57 X 32
79.	2016-15 LIST OF VOTERS PRECINT 1A TO 22A	1	BOX	13	35 X 46 X 19
80.	2016-1 EMPTY BALLOT BIN X 4, LID X 4	1	UNIT	42.2	95 X 50 X 123
81.	2016-1 EMPTY BALLOT BIN X 5, LID X 3	1	UNIT	40	95 X 50 X 116
82.	2016-1 EMPTY BALLOT BIN X 5, LID X 1	1	UNIT	34.2	95 X 50 X 110
83.	2016-20 EMPTY BALLOT BIN X 1, LID X 1, NYLON BAG X 10	1	UNIT	14.3	95 X 50 X 85
84.	2016-2 LID X 9 FOR BALLOT BIN	1	BOX	25.2	97 X 53 X 43
85.	2016-16 INNER BINS X 3 , FOR BALLOT BINS	1	BOX	11.1	53 X 44 X 45
86.	2016-16 INNER BINS X 10, FOR BALLOT BINS	1	BOX	29.5	120 X 45 X 50
87.	2016-11 INVALID BALLOTS	1	BOX	14.3	47 X 47 X 45
88.	2016-3 UNUSED BROWN ENVELOPE @2 BOXES INSIDE	1	BOX	22.8	45 X 56 X 35
89.	2016-3 UNUSED BROWN ENVELOPE @ 1 BOX INSIDE	1	BOX	13.8	45 X 56 X 26
90.	2016-8 IBM MONITOR 6332-4CE S/N 23-Z8297 APRIL 2003	1	BOX	17.2	53 X 50 X 45
91.	2016-8 IBM MONITOR 6332-4CE S/N 23-Z8216 APRIL 2003	1	BOX	17.7	53 X 50 X 45
92.	2016-8 IBM MONITOR 6332-4CE S/N 23-Z8443 APRIL 2003	1	BOX	17.7	53 X 50 X 45
93.	2016-8 IBM MONITOR 6332-4CE S/N 23-Z8527 APRIL 2003	1	BOX	16.4	47 X 47 X 45
94.	2016-8 IBM MONITOR 6332-4CE S/N 23-Z8224 APRIL 2003	1	BOX	16.3	47 X 47 X 45
95.	2016-9 IBM KEYBOARD P/N 32P5100 S/N 00081651	1	BOX	10.8	54 X 50 X 27
	IBM KEYBOARD P/N 32P5100 S/N 00100118	1			
	COMPUTER CONNECTING CABLES	47			
96.	2016-13 BALLOT BIN W/ USED VALID BALLOTS	1	UNIT	71	98 X 53 X 86
97.	2016-13 BALLOT BIN W/ USED VALID BALLOTS	1	UNIT	76	98 X 53 X 90
98.	2016-18 BALLOT BIN W/ PRECINT 11 to 21	1	UNIT	80	98 X 53 X 85
99.	2016-98 BALLOT BIN W/ PRECINT 1 to 10	1	UNIT	67	98 X 53 X 85
100.	2016-10 BALLOT BIN W/ USED VALID BALLOTS	1	UNIT	81	98 X 53 X 85

NO.	DESCRIPTION	QTY.	UNIT/BOX	WT (KGS)	DIMENSION (cm )
101.	2013-3 USED VALID BALLOTS	1	BOX	11	44 X 56 X 35
102.	2013-3 USED VALID BALLOTS	1	BOX	10.4	44 X 56 X 34
103.	2013-3 USED VALID BALLOTS	1	BOX	11.7	44 X 56 X 35
104.	2013-2 TALLY PAPERS (BLANK) 2004 to 2013	1	BOX	23.5	44 X 54 X 40
105.	2013-1 RTS MAILING ENVELOPES	1	BOX	12.4	27 X 31 X 39
106.	2013-1 RTS MAILING ENVELOPES	1	BOX	10.3	27 X 31 X 39
107.	2013-1 RTS MAILING ENVELOPES	1	BOX	8.8	27 X 31 X 39
108.	2013-1 RTS MAILING ENVELOPES	1	BOX	11.6	27 X 31 X 39
109.	2013-4 ELECTION PARAPHERNALIA	1	BOX	5.7	27 X 31 X 39
110.	2013-6 INVALID BALLOTS	1	BOX	1.8	27 X 31 X 39
111.	2013-3 UNCLAIMED BALLOTS	1	BOX	6.4	26 X 38 X 19
112.	2013-3 UNCLAIMED BALLOTS	1	BOX	7.9	26 X 38 X 19
113.	2013-3 UNCLAIMED BALLOTS	1	BOX	7.9	26 X 38 X 19
114.	2013-3 UNCLAIMED BALLOTS	1	BOX	7.9	26 X 38 X 19
115.	2013-3 UNCLAIMED BALLOTS	1	BOX	2.6	26 X 29 X 11
116.	2013-3 UNCLAIMED BALLOTS	1	BOX	2.7	26 X 29 X 11
117.	2013-7 ELECTION PAPERS	1	BOX	6.6	45 X 55 X 11
118.	2010-1 RTS MAILING ENVELOPES	1	BOX	30.7	47 X 47 X 45
119.	2010-1 RTS MAILING ENVELOPES	1	BOX	17.4	47 X 47 X 37
120.	2010-1 RTS MAILING ENVELOPES	1	BOX	13.2	47 X 47 X 32
121.	2010-3 OVAF-17 VOTING LISTS	1	BOX	26	44 X 56 X 31
122.	2010-3 RTS USED VALID ENVELOPES	1	BOX	28	47 X 47 X 45
123.	2010-3 RTS USED VALID ENVELOPES & 3 NYLON BAGS	1	BOX	24	59 X 49 X 45
124.	2010-3 OAV SEAFARER'S LIST	1	BOX	25.7	47 X 47 X 32
125.	2010-2 USED VALID ENVELOPES	1	BOX	10.7	31 X 40 X 30
126.	2010-2 USED VALID ENVELOPES	1	BOX	10.4	27 X 31 X 39
127.	2007-1 MIXED DOCUMENTS	1	BOX	2.7	27 x 31 x 39
128.	2007-2 UNCLAIMED BALLOTS	1	BOX	8.1	38 X 29 X 18
129.	2007-3 TALLY SHEET	1	BOX	43.8	44 X 54 X 40
130.	2004-6 IBM CPU 8305MAJ S/N KHTK01Y	1	BOX	12.6	48 X 48 X 23
131.	2004-6 IBM CPU 8305MAJ S/N KHTH51W	1	BOX	12.7	48 X 48 X 23
132.	2004-6 IBM CPU 8305MAJ S/N KHTH46C	1	BOX	12.6	48 X 48 X 24
133.	2004-6 IBM CPU 8305MAJ S/N KHTK02T	1	BOX	12.7	48 X 48 X 24
134.	2004-6 IBM CPU 8305MAJ S/N KHTH51G	1	BOX	12.4	48 X 48 X 24
135.	2004-7 CANON DIGITAL CAMERA POWER SHOT A300	1	BOX	9.1	47 X 47 X 30
	A) PC1045-6636319911				
	B) PC1045-6636203727				
	C) PC1045-6536206706				
	D) PC1045-6536206838				

NO.	DESCRIPTION	QTY.	UNIT/BOX	WT (KGS)	DIMENSION (cm )
	E) PC1045-6636203802				
	F) PC1045-6636319985				
	SAGEM FINGER PRINT SCANNER				
	A) MODEL MS-0100, P/N 25115608-5 S/N 0326A110286				
	B) MODEL MS-0100, P/N 25115608-5 S/N 0325A110128				
	C) MODEL MS-0100, P/N 25115608-5 S/N 0326A110350				
	D) MODEL MS-0100, P/N 25115608-5 S/N 0326A110155				
	TOPAZ SYSTEMS SIGNATURE PAD				
	A) MODEL T-S261-B S/N C3G0235				
	B) MODEL T-S261-B S/N C3G0610				
	C) MODEL T-S261-B S/N C3G0180				
	D) MODEL T-S261-B S/N C3G0706				
	E) MODEL T-S261-B S/N C3G0420				
	MICROSOFT PRODUCT KEY FOR OFFICE XP X 18 CDS				
	WINDOWS 2000 QUICK START GUIDE X 1				
	IBM MANUAL X 1				
136.	2004-4 TALLY SHEETS	1	BOX	10	47 X 47 X 34
137.	2004-4 TALLY SHEETS	1	BOX	16.6	49 X 49 X 45
138.	2004-5 CLOV / CDS BACKUP	1	BOX	13.6	49 X 49 X 39
139.	2004-3 PAPER SEALS	1	BOX	43.5	44 X 56 X 45
140.	2004-1 ELECTION RTS	1	BOX	7.9	27 X 31 X 39
141.	2004-1 ELECTION RTS	1	BOX	8.7	27 X 31 X 39
142.	2004-1 ELECTION RTS	1	BOX	9	27 X 31 X 39
143.	2004-1 ELECTION RTS	1	BOX	8.8	27 X 31 X 39
144.	2004-1 ELECTION RTS	1	BOX	8.5	27 X 31 X 39
145.	2004-1 ELECTION RTS	1	BOX	8.5	27 X 31 X 39
146.	2004-1 ELECTION RTS	1	BOX	7.1	18 X 38 X 29
147.	2004-1 ELECTION RTS	1	BOX	12.8	27 X 40 X 30
148.	2004-1 ELECTION RTS	1	BOX	12	27 X 40 X 29
149.	2004-1 ELECTION RTS	1	BOX	11.1	28 X 40 X 29
150.	2004-8 OAV MATERIAL	1	BOX	12.2	35 X 46 X 35
151.	2004-9 APPLICATION FORM	1	BOX	16.6	32 X 40 X 29
152.	2004-2 UNCLAIMED BALLOTS	1	BOX	7.1	27 X 31 X 39
153.	2004-2 UNCLAIMED BALLOTS	1	BOX	6.8	27 X 31 X 39
154.	2004-2 UNCLAIMED BALLOTS	1	BOX	7.4	27 X 31 X 39
155.	2004-2 UNCLAIMED BALLOTS	1	BOX	7.4	27 X 31 X 39
156.	2004-2 UNCLAIMED BALLOTS	1	BOX	4.2	27 X 31 X 39
157.	2004-2 UNCLAIMED BALLOTS	1	BOX	4.3	27 X 31 X 39
158.	2004-2 UNCLAIMED BALLOTS	1	BOX	8.6	27 X 31 X 39

<i>NO.</i>	<i>DESCRIPTION</i>	<i>QTY.</i>	<i>UNIT/BOX</i>	<i>WT (KGS)</i>	<i>DIMENSION (cm )</i>
159.	2004-2 UNCLAIMED BALLOTS	1	BOX	9.3	27 X 31 X 39
160.	2004-10 LIST OF VOTERS	1	BOX	9	27 X 31 X 39
161.	2004-10 LIST OF VOTERS	1	BOX	7.2	27 X 31 X 39
162.	2004-10 LIST OF VOTERS	1	BOX	9.5	27 X 31 X 39

## NOTICE TO PROCEED

**CROWN MOVING SERVICE CO., LTD.**  
 2-8-1 Shinjuku, Shinjuku-ku, Tokyo 160-0022  
 Tel. No. 03-6709-9559 Fax No. 03-6908-5358

Attention: **MR. JAMES IZUMI**  
 Authorized Representative

Greetings!

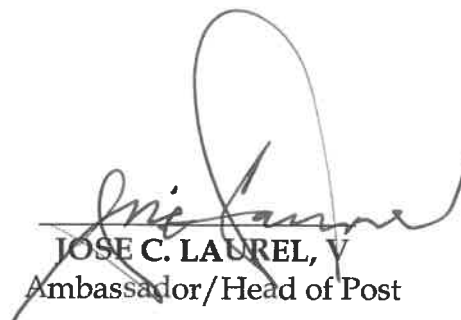
The attached Contract having been executed; notice is hereby given that you can now proceed with the Contract Agreement No. 2021-013 entitled **“Service Contract for the Deployment of Election Equipment, Peripherals, Forms, Supplies and Paraphernalia used in the 2019 and Previous Years from the Philippine Embassy in Tokyo, Japan to the Philippines”** under Project ID/BAC Reference No. 2021-013 dated 03 February 2022.

Particular	Quantity	Price	Total Amount (JP¥112.40=US\$1.00)	Total Amount (US\$1.00=PhP50.45)
Courier and packaging services for the return shipment [via sea cargo] of election equipment, peripherals, paraphernalia, records and materials used in the 2019 and past elections from the Philippine Embassy in Tokyo, Japan to the Commission on Elections,	1 Lot	¥ 2,080,000	\$ 18,505.34	P933,594.40
<b>TOTAL</b>			<b>\$ 18,505.34</b>	<b>P 933, 594.40</b>

Please take note of your obligations as a Supplier, particularly the period of delivery which is within ten (10) calendar days upon receipt of Notice to Proceed (NTP).

Kindly acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other copy to the Bids and Awards Committee, through the Head of the Secretariat.

11 February 2022, Tokyo, Japan.

  
**JOSE C. LAUREL, V**  
 Ambassador/Head of Post

I acknowledge receipt of this Notice on FEB 11 2022



**JAMES IZUMI**

Authorized Representative  
Crown Moving Service Co., Ltd.