



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

## NOTICE OF AWARD

**PHILAIR LOGISTICS GMBH**

Steinackerstr, 21  
CH-8302 Kloten, Switzerland  
Tel. No. 043 300 59 69  
Email: [bem@philair.ch](mailto:bem@philair.ch)

Attention : **BEM NEGELE**  
Company Representative

Dear Sir/Maám:

Greetings!

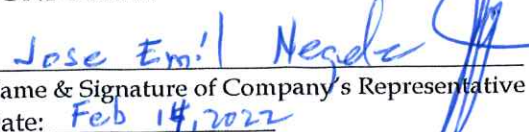
On behalf of the Commission *En Banc*, pursuant to Office of the Commission Secretary Memorandum No. 220111 dated 20 January 2022, the undersigned hereby **AWARDS** the Procurement Project, *Procurement of Courier Service to Deliver Election Materials and Paraphernalia from Geneva, Switzerland to the Commission on Elections, Philippines* to your company, with the following details, viz:

Project Description	Qty.	Total Contract Price
Courier and packing service for the return shipment (via sea cargo) of election equipment, forms, supplies, and paraphernalia, records and materials used in 2019 and past elections from the Permanent Mission of the Republic of the Philippines to the United Nations Office and other International Organizations and the Philippine Consulate General in Geneva, Switzerland to the Commission on Elections, Philippines	1 lot	CHF 490 (USD 550.56)

\_\_\_\_\_, Intramuros, Manila.

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

CONFORME:

  
Name & Signature of Company's Representative  
Date: Feb 14, 2022

Philair Logistics GmbH  
Steinackerstrasse 21  
8302 Kloten  
Tel. 043 300 59 69  
Fax 043 300 59 60

**SERVICE CONTRACT FOR THE REVERSE LOGISTICS/ DEPLOYMENT OF  
ELECTION EQUIPMENT, PERIPHERALS, FORMS, SUPPLIES AND  
PARAPHERNALIA USED IN THE CONDUCT OF OVERSEAS VOTING FOR 2019  
AND THE PREVIOUS YEARS' PHILIPPINE NATIONAL ELECTIONS FROM THE  
PHILIPPINE MISSION TO THE UNITED NATIONS OFFICE AND OTHER  
INTERNATIONAL ORGANIZATIONS, GENEVA, SWITZERLAND TO THE  
PHILIPPINES**

**KNOW ALL MEN BY THESE PRESENTS:**

This Service Contract is made and entered into this 15 February 2022 in Geneva, Switzerland, by and between:

The Permanent Mission of the Republic of the Philippines to the United Nations Office and other International Organizations, Geneva with the address 14-16 Allee David Morse 1202, Geneva, Switzerland (hereinafter referred to as the Philippine Mission)

---and---

Philair Logistics GmbH with address Steinackerstr 21 CH-8302 Kloten, Switzerland (hereinafter to as the Service Provider)

**A. Purpose of the Contract**

WHEREAS, the Philippine Mission, wishes to obtain the services of the Service Provider, on behalf of the Commission on Election (COMELEC), to render the reverse logistics/ deployment of election equipment, peripherals, forms, supplies and paraphernalia used in the conduct of overseas voting for 2019 and the previous years' Philippine National Elections from the Philippine Mission to the United Nations Office and other International Organizations, Geneva, Switzerland to the COMELEC warehouse in the Philippines.

WHEREAS, the consignee is the COMELEC with delivery address of Km. 43, Tagaytay-Sta. Rosa Road, Brgy. Pulong Sta. Cruz, Sta. Rosa City 4026 Laguna, Philippines.

WHEREAS, the Service Provider wishes to provide the Services to the Philippine Mission.

**B. Duration of the Contract**

The duration contract starts from the receipt of the Notice to Proceed and ends upon the final delivery and acceptance of the packed boxes by COMELEC.

**C. Obligation of Service Provider**

In consideration of the Terms of Reference and the offer of the Service Provider, both submitted to COMELEC, the Service Provider hereby agrees to the following:

1. Provide the empty boxes and blank packing list to be used for the reverse logistics project;
2. Coordinate with the Philippine Mission regarding pick up of the boxes;
3. Ensure the safety of the packed boxes in the Service Provider's Swiss warehouse serving as a secondary security seal;

4. Provide the status update of the packed boxes to the Philippine Mission;
5. Transport the packed boxes from Geneva, Switzerland to the Philippines;
6. Deliver the packed boxes to the designated address of the Consignee;
7. Provide pick up receipt, delivery receipt with authorized signature of the authorized person; and
8. Treat the transaction with utmost confidentiality.

**D. Obligation of the Philippine Mission**

1. Provide the necessary information, assistance and documentation relative to the reverse logistics project.
2. Mission's obligation extinguishes upon departure of the packed boxes for deployment from Switzerland to the Philippines.

**E. Obligation of the Commission of Elections (COMELEC) of the Philippines**

1. COMELEC to pay the Service Provider amounting to CHF490 (USD550.56) directly for the services rendered through the bank details provided by the Service Provider.

IN WITNESS WHEREOF, the Parties, acting through their duly authorized representatives hereby sign this Contract in Switzerland.

Philair Logistics GmbH

Permanent Mission of the  
Republic of the Philippines  
to the United Nations Office  
and other International  
Organizations, Geneva

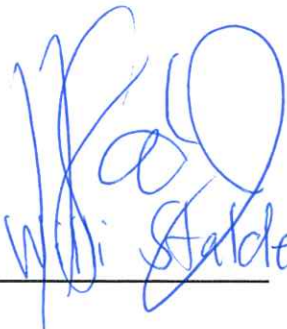
  
Philair Logistics GmbH  
Steinackerstrasse 21  
8302 Kloten  
Tel. 043 300 59 69  
Fax 043 300 59 60

**BEM NEGELE** (Jose Emil Negede)  
Representative  
Date: Feb 15 2022

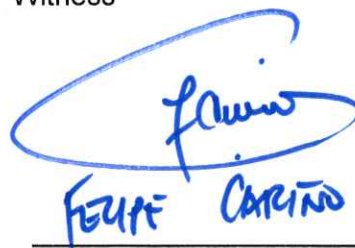


**EVAN P. GARCIA**  
Permanent Representative  
Date: FEB 15 2022

Witness

  
Hans Willi Stalder

Witness

  
FERRER CARINO



PERMANENT MISSION OF THE REPUBLIC OF THE PHILIPPINES  
TO THE UNITED NATIONS AND OTHER INTERNATIONAL  
ORGANIZATIONS, GENEVA

NOTICE TO PROCEED

PHILAIR LOGISTICS GMBH

Steinackerstr. 21  
CH-8302 Kloten  
Switzerland

Attention: Mr Bem Negele  
Authorized Representative

Greetings!

The attached Contract having been executed; notice is hereby given that you can now proceed with the Contract Agreement entitled "**SERVICE CONTRACT FOR THE REVERSE LOGISTICS/ DEPLOYMENT OF ELECTION EQUIPMENT, PERIPHERALS, FORMS, SUPPLIES AND PARAPHERNALIA USED IN THE CONDUCT OF OVERSEAS VOTING FOR 2019 AND THE PREVIOUS YEARS' PHILIPPINE NATIONAL ELECTIONS FROM THE PHILIPPINE MISSION TO THE UNITED NATIONS OFFICE AND OTHER INTERNATIONAL ORGANIZATIONS, GENEVA, SWITZERLAND TO THE PHILIPPINES**" under Project ID/BAC Reference No. 50-2021.

Particular	Quantity	Price	Total Amount (USD)	Total Amount (Php)
Courier and packing service for the return shipment (via sea cargo) of election equipment, forms, supplies, and paraphernalia, records, and materials used in 2019 and past elections from the Permanent Mission of the Republic of the Philippines to the United Nations Office and other International Organizations and the Philippine Consulate General in Geneva, Switzerland to COMELEC, Philippines	1 Lot	CHF 490	\$550.56	
TOTAL			\$550.56	

Please take note that your obligations as a Supplier starts from the pick-up of packed boxes 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.

Geneva, Switzerland, FEB 16 2022

EVAN P. GARCIA  
Permanent Representative

I acknowledge receipt of this Notice on Feb 16, 2022

Jose Emil Negele (BEM)  
Signature over printed name  
Authorized Representative of the Supplier