



**DOST-PCAARRD**

Department of Science and Technology

**PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES  
RESEARCH AND DEVELOPMENT**

ISO 9001:2015

OFFICE OF THE EXECUTIVE DIRECTOR

April 22, 2022

**Notice to Proceed**

**MS. NELA C. SOTALBO**

Proprietress  
SMS Marketing  
5165 National highway  
Brgy. Maahas  
Los Baños, Laguna

Dear Ms. Sotalbo:

The attached Contract Agreement for the project **Supply and Delivery of Q2 CY2022 Office Supplies, Building, Exhibits, Furniture, Medical Supplies, Devices and Prepaid Cards for Lots A, B, C, D, F and H** having been approved, notice is hereby given SMS Marketing that the supplies should be delivered within thirty (30) calendar days upon signing/ conforming with this notice to proceed.

Upon receipt of this notice, you are responsible for performing the service under the terms and conditions of the Agreement and in accordance with the implementation Schedule.


Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to PCAARRD.

Very truly yours,

  
**REYNALDO V. EBORA, PhD**  
Executive Director

I acknowledge receipt of this Notice on May 2, 2022

Name of the Representative of the Bidder Nela C. Sotalbo

Authorized Signature 

Paseo de Valmayor, Brgy. Timugan, Los Baños, Laguna, Philippines 4030  
Tel. No. (63) (49) 554-9670

Fax No. (63) (49) 536-0016, 536-7922

Manila Liaison Office: 2F Metrology Center, ITDI-DOST, Bicutan, Taguig City, Metro Manila 1631/ Tel. No. (63) (2) 837-1651  
E-mail: [pcaarrd@pcaarrd.dost.gov.ph](mailto:pcaarrd@pcaarrd.dost.gov.ph) / <http://www.pcaarrd.dost.gov.ph>



**Contract Agreement Form for the Procurement of Goods (Revised)**  
[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

**CONTRACT AGREEMENT**

THIS AGREEMENT made this MAY - 2 2022 day of 2022 between **PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT (PCAARRD)** of Los Baños, Laguna, Philippines, hereinafter called "the Entity" and **SMS MARKETING** of 5165 National Highway Brgy. Maahas Los Baños, Laguna, Philippines, hereinafter called "the Supplier";

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **Supply and Delivery of Q2 CY2022 Office Supplies, Building, Exhibits, Furniture, Medical Supplies, Devices and Prepaid Cards for Lots A, B, C, D, F and H** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum **SEVEN HUNDRED TEN THOUSAND ONE HUNDRED ONE PESOS AND 70/100 (Php 710,101.70)**, hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as 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);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder'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 Procuring Entity's bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder 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.

  
KIN MARWEE C. SOTALBO  
Business Representative

  
NELA C. SOTALBO  
Proprietress

  
ABEGAIL GRACE M. MARALIT  
Accountant III, FAD-Accounting

  
REYNALDO V. EBORA  
Executive Director

  
SUSAN S. MOLINA  
Chief Administrative Officer



3. In consideration for the sum of **SEVEN HUNDRED TEN THOUSAND ONE HUNDRED ONE PESOS AND 70/100 (Php 710,101.70)** or such other sums as may be ascertained, **SMS MARKETING** agrees to supply and deliver the goods in accordance with his/her/its Bid.
4. The **PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT (PCAARRD)** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

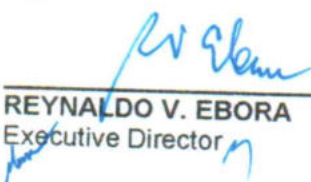
IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

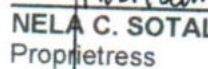
**PHILIPPINE COUNCIL FOR AGRICULTURE,  
AQUATIC AND NATURAL RESOURCES  
RESEARCH AND DEVELOPMENT**

**SMS MARKETING**

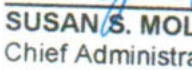
By:

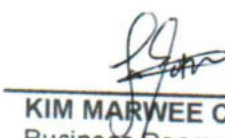
By:

  
\_\_\_\_\_  
**REYNALDO V. EBORA**  
Executive Director

  
\_\_\_\_\_  
**NELA C. SOTALBO**  
Proprietress

Signed in the Presence of:

  
\_\_\_\_\_  
**SUSAN S. MOLINA** for  
Chief Administrative Officer

  
\_\_\_\_\_  
**KIM MARWEE C. SOTALBO**  
Business Representative

Certified Funds Available:

  
\_\_\_\_\_  
**ABEGAIL GRACE M. MARALIT**  
Accountant III, FAD-Accounting  
PCAARRD

op

REPUBLIC OF THE PHILIPPINES )  
PROVINCE/CITY OF LOS BAÑOS, LAGUNA ) S.S.  
MUNICIPALITY OF )

**ACKNOWLEDGEMENT**

Before me, this \_\_\_\_\_ day of April - 2 2022, appeared:


DR. REYNALDO V. EBORA with Philippine Passport No. S0005685A issued at DFA Manila on August 17, 2017 and MS. NELA C. SOTALBO with Tax Clearance Certificate No. 98-06-02-21-R097-2022 issued at San Pablo City on Feb 21, 2022 known to me to be the same persons who executed the foregoing instrument and who acknowledge the same to be their free and voluntary act and deed of this entities which they represent.

I further certify that the foregoing Contract Agreement consist of three (3) pages, including the page upon on which this Acknowledgment is written, and the parties hereto and their witnesses have affix their signature on the space provided for on this page and on the margin of each and every page.

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

\_\_\_\_\_  
Notary Public

Doc No. 136  
Page No. 29  
Book No. 232  
Series of 2022

  
**ATTY. CAESAR M. ANGELES**  
NOTARY PUBLIC-UNTIL DEC. 31, 2022  
CALAMBA CITY, LOS BANOS, BAY  
AND CALAUAN, LAGUNA-ROLL NO. 32172  
PTR NO. 261414-01/03/2022-LOS BANOS, LAG.  
NOT. COM. NO. 16-2021-C/12/21/20  
IBP NO. 169996-12-9-21  
MCLE COMPLIANCE NO. VI-0014548/10-20-2018



Award Notice Abstract (Ref No.: 3632317)

Status: Updated

<p><b>Reference Number:</b> 8493119</p> <p><b>Control Number:</b> IB Nos. 22-02-02A to 22-02-02I</p> <p><b>Bid Notice Title:</b> Supply and Delivery of Q2 CY2022 Office Supplies, Building and Utility, Exhibits, Furniture, Medical Supplies, Devices and Prepaid Cards</p> <p><b>Approved Budget:</b> Php2,081,350.84</p> <p><b>Procurement Mode:</b> Public Bidding</p> <p><b>Classification:</b> Goods</p> <p><b>Category:</b> Office Supplies and Devices</p> <p><b>Applicable Procurement Rules:</b> Implementing Rules and Regulations</p> <p><b>Funding Source:</b> Government of the Philippines (GOP)</p> <p><b>Funding Instrument:</b> General Appropriations Act</p> <p><b>Area of Delivery:</b> Laguna</p> <p><b>Delivery Period:</b> 30 Day/s</p> <p><b>Contact Person:</b> Chairperson, BAC</p> <p><b>Created By:</b> Jose Raymond Manalo</p>	<p><b>DEPARTMENT OF SCIENCE AND TECHNOLOGY-PCAARRD</b> Paseo de Valmayor, Timugan, Los Baños Laguna, Region IV-A, Philippines</p> <p><b>Office Supplies and Devices</b></p> <p><b>Awardee :</b> SMS MARKETING</p> <p><b>Contact Person :</b> Nela C Sotalbo</p> <p><b>Address :</b> Highway Batong Malaki Los Baños Laguna, Region IV-A, Philippines</p> <p><b>Designation :</b> Proprietor</p>	<p><b>Award Type:</b> Award Notice</p> <p><b>Contract Amount:</b> Php710,101.70</p> <p><b>Award Date:</b> 11-Apr-2022</p> <p><b>Publish Date:</b> 20-May-2022</p> <p><b>Date Last Updated:</b> 20-May-2022</p> <p><b>Contract Number:</b> Contract No. 016-2022</p> <p><b>Proceed Date:</b> 02-May-2022</p> <p><b>Contract Effectivity Date:</b> 02-May-2022</p> <p><b>Contract End Date:</b> 01-Jun-2022</p> <p><b>Created By:</b> Jose Raymond Ajes Manalo</p> <p><b>Date Created:</b> 20-May-2022</p> <p><b>Approver:</b></p> <p><b>View Documents:</b> 4</p>						
<p><b>Line Item</b></p> <table border="1"> <thead> <tr> <th>#</th> <th>Product/Service/Project Name</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>Office Supplies and Devices, Office Supplies, Building and Utility, Exhibit, Furniture, and Medical Supplies, 44120000, 6682, Piece</td> <td>Php874,093.00</td> </tr> </tbody> </table> <p><b>Reason for Award :</b> Lowest calculated and most responsive bid</p>			#	Product/Service/Project Name	Budget	3	Office Supplies and Devices, Office Supplies, Building and Utility, Exhibit, Furniture, and Medical Supplies, 44120000, 6682, Piece	Php874,093.00
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