



OFFICE OF THE EXECUTIVE DIRECTOR

NOTICE TO PROCEED

January 25, 2018

MR. REYNALDO A. ESTEBAN

Vice President for Operations-South Luzon
LBC Express, Inc.
South Luzon Head Office
Sta. Rosa Complex Branch
Balibago, Sta. Rosa City

Dear **Mr. Esteban:**

The attached Contract Agreement having been approved, notice is hereby given to you that work may commence on the "CY 2018 Express Mail/Courier Services" in accordance with the implementation schedule, i.e. January 25- December 31, 2018.

Thus, you shall be responsible for performing the services under the terms and conditions of this agreement.

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,

R V Ebor
REYNALDO V. EBORA
Acting Executive Director

I acknowledge receipt of this notice on January 25 *[Signature]* 2018.

Name of Bidder: LBC

Authorized Signature: *[Signature]*



CONTRACT AGREEMENT

THIS AGREEMENT, made this 25th day of January 2018 between The **Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD)**, a government agency with principal office at Los Baños, Laguna (hereinafter called the "**Entity**") and **LBC Express, Inc.**, an agency duly organized and existing under and by virtue of the laws of the Philippines,, with office address at South Luzon Head Office, Sta. Rosa Complex Branch, Balibago, Sta Rosa City, (hereinafter called the "**Supplier**").

WHEREAS, the Entity invited bids/quotations for the implementation of the project, "**CY 2018 Express Mail/Courier Service**" and has accepted a bid/quotation by the Supplier for the supply of services.

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 hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a) Bidding/Negotiated Procurement Documents
 - b) LBC Bid and eligibility requirements
 - c) Notice of Award
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the services and to remedy defects therein in conformity in all respects with the provisions of the contract.
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of services and the remedying of defects therein the price incurred on a per transaction basis or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by the Contract.
5. The contract shall be effective from January 25 – December 31, 2018.

IN WITNESS whereof the parties thereto 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.

Signed, sealed, delivered by **DR. REYNALDO V. EBORA**, Acting Executive Director (for the Entity)

Signed, sealed, delivered by **REYNALDO A. ESTEBAN**, Vice President for Operations-South Luzon (for the Supplier).

Binding Signature of Procuring Entity _____

Binding Signature of the Supplier _____

Certified Funds Available:

Carolina T. Bosque
CAROLINA T. BOSQUE
 Chief Accountant, PCAARRD

Republic of the Philippines)
Province of) S. S.
Municipality of)

ACKNOWLEDGEMENT

BEFORE ME, this **FEB 05 2018** day of _____, 2018 appeared:

<u>Name</u>	<u>ID Number</u>	<u>Place of Issue</u>	<u>Date of Issue</u>
DR. REYNALDO V. EBORA	Passport No. OE 0024199	City of Manila	March 2, 2015


and

MR. REYNALDO A. ESTEBAN	<u>Quivins License</u> <u>DIA 8602096</u>	_____	<u>Exp. Aug. 28, 2018</u>
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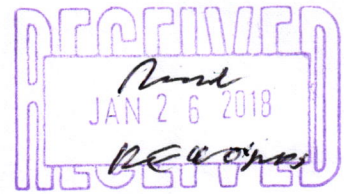
known to me to be the same persons who executed the foregoing instrument and who acknowledged the same to be their free and voluntary act and deed of the entities which they represent.

I further certify that the foregoing Entity-Contractor Agreement consists of two (2) pages including the page on which this Acknowledgement is written, and the parties hereto and their witnesses have affixed 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 place first above written.


ATTY. ENEMIO P. BALTA
 Notary Public Until December 31, 2018
 Calamba City, Los Baños, Bay, Calauan, Laguna
 PTR No. 00005-01-03-18, Roll No. 3380/Ma. 17
 (BP No. 1002001-11-17, Not. Com. No. 17-2018)
 Issued on: _____
 Issued at: _____

Doc. No. 386
 Page No. 59
 Book No. 307
 Series of 2018



Bid Form

Date: December 19, 2017

Invitation to Bid¹ N^o: _____

To: *DOST-PCAARRD*
Paseo de Valmayor, Timugan
Los Banos, Laguna

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *deliver courier shipments* in conformity with the said Bidding Documents for the sum of *Four hundred thousand pesos (400,000.00)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 17.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
<u>LBC Express, Inc</u>	<u>Php 400,000.00</u>	<u>Payment for courier services</u>
<u>Olivarez Plaza Los Banos, Laguna</u>	_____	_____
(if none, state "None")		

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

¹ If ADB, JICA and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JICA or WB.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause Error! Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, as the authorized representative of LBC Express, Inc, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the *Small Value Procurement / Procurement of PCAARRD Express Mail or Courier Services for CY 2018* of the Bids and Awards Committee (BAC) is granted full power and authority by the LBC Express, Inc , to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for *Small Value Procurement / Procurement of PCAARRD Express Mail or Courier Services for CY 2018* of the Bids and Awards Committee (BAC).

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this 19 day of December 2017.

JOSEPH JULE IMPRESO

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____ LBC Express, Inc



DOST-PCAARRD

Department of Science and Technology
PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES
RESEARCH AND DEVELOPMENT

OFFICE OF THE EXECUTIVE DIRECTOR

17 January 2018

Notice of Award

MR. JOSEPH JULE N. IMPRESO
Team Head - Los Baños
LBC Express Inc. - SL AREA
Rufina and Pablo de Borja Bldg.
Brgy 1, Crossing, Calamba City, Laguna

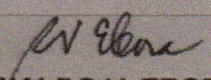
Dear Mr. Impreso:

We are pleased to notify you that your proposal for the project "Procurement of PCAARRD Express Mail/Courier Services for CY 2018" in the total amount of FOUR HUNDRED THOUSAND PESOS ONLY (PhP400,000.00) is hereby accepted.

Please coordinate with Ms. Glenda P. Lantacon of FAD-GSS, PCAARRD for the contract execution and other documentation requirements.

Thank you.

Very truly yours,


REYNALDO V. EBORA
Acting Executive Director

Conforme:

Date: 17-5-18





DOST-PCAARRD

Department of Science and Technology

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

9034

OFFICE OF THE DEPUTY EXECUTIVE DIRECTOR FOR ADMINISTRATION,
RESOURCE MANAGEMENT AND SUPPORT SERVICES

Bids and Awards Committee

*needs review
12/1/25*

December 8, 2017

REQUEST FOR SUBMISSION OF PROPOSALS

The Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (PCAARRD) is inviting suppliers to participate in a "Small Value Procurement" (Section 53.9 of RA 9184 and its IRR) for "**Procurement of PCAARRD Express Mail/Courier Services for CY 2018**" with an Approved Budget for the Contract (ABC) of FOUR HUNDRED THOUSAND PESOS ONLY (PhP400,000.00).

Submission of proposals including Mayor's/Business Permit, Certificate of PhilGEPS Registration, and Omnibus Sworn Statement, address to Dr. Melvin B. Carlos thru BAC Secretariat shall be **on or before December 19, 2017**. Services should commence as scheduled after acceptance of Notice to Proceed.

Attached is the specifications for your information and reference.

Dr. Reynaldo V. Ebor
Acting Executive Director
DOST-PCAARRD
Paseo de Valmayor, Brgy. Timugan, Los Baños, Laguna, 4030
Telephone Nos. (63) (49) 536-0014; 1956; 2305; 2383; 5907 loc. 206
Email Address: bac@pcaarrd.dost.gov.ph
Fax Nos. (63) (49) 536-0016/536-7922/536-0009
Website: <http://www.pcaarrd.dost.gov.ph>

Melvin B. Carlos
MELVIN B. CARLOS
Chairperson





DOST-PCAARRD

Department of Science and Technology

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

Scope: Pick-up and/or delivery of express mails, publications and parcels

Duration: January 1 to December 31, 2018

Financial Proposal

Type	Weight	Metro Manila	Luzon	Visayas	Mindanao
Domestic Express Mails and Parcels	0.2 kg				
	0.5 kg				
	1 kg				
	2 kg				
	3 kg				
	4 kg				
Type	Weight	SEA	Other Asia	US/Canada	Europe
International Express Mails and Parcels	0.2 kg				
	0.5 kg				
	1 kg				
	2 kg				

Name and Signature of Authorized Representative

Los Baños, Laguna, Philippines 4030

Tel. Nos. (63) (049) 536-0014; 1956; 2305; 2383; 5907; 6980; 7927 / Fax Nos. (63) (049) 536-0016; 7922

Manila Liaison Office: 2F Metrology Center, ITDI-DOST, Bicutan, Taguig City / Tel. No. (63) (02) 837-1651

E-mail: pcaarrd@pcaarrd.dost.gov.ph / <http://www.pcaarrd.dost.gov.ph>



Certificate Number: AJA13-0034