



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

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

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OFFICE OF THE EXECUTIVE DIRECTOR

January 22, 2026

Notice to Proceed

MS. LORAINE A. MALUBAG
General Manager / Proprietress
Lambert Trading
Marcos District, Poblacion
Talavera, Nueva Ecija

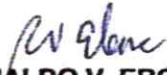
Dear Ms. Malubag:

The attached Contract Agreement for the project **Supply and Delivery of CY2026 Q1 Office Supplies (EPA) for Lot A** having been approved, notice is hereby given to Lambert Trading 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 01/30/2026

Name of the Representative of the Bidder Lorraine A. Malubag

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



Contract Form

[Note: The duly accomplished form is not required to be submitted with the Bid but shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT FOR THE SUPPLY AND DELIVERY OF CY2026 Q1 OFFICE SUPPLIES (EPA)

This CONTRACT executed on the ___ day of January 2026 by and between:

PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT (PCAARRD), a government agency of the Republic of the Philippines, hereinafter called "the Entity";

-and-

LAMBERT TRADING, a company duly organized and existing under the laws of the Philippines, with principal office at Marcos District, Poblacion Talavera, Nueva Ecija, hereinafter called "the Supplier/Contractor/Consultant".

WHEREAS, the Entity invited Bids for certain goods and services/works/consulting services, particularly **Supply and Delivery of CY2026 Q1 Office Supplies (EPA) for Lot A**;

WHEREAS, the Supplier/Contractor/Consultant submitted a responsive bid and was awarded the contract for the procurement in the total amount of **FOUR HUNDRED SIXTY THOUSAND TWO HUNDRED SEVENTY-EIGHT PESOS ONLY (Php460,278.00)**, hereinafter referred to as the "Contract Price."

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree as follows:

1. Unless otherwise stated, terms and expressions used in this Contract shall have the same meanings as those assigned to them in the Conditions of Contract, which form an integral part of this Contract.
2. The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009 shall form part and be read and construed as integral parts of this Contract, viz.:
 - a. Philippine Bidding Documents (PBD);
 - *For Procurement of Goods*
 - i. Invitation to Bid
 - ii. Instruction to Bidders
 - iii. 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;
 - iv. Bid Data Sheet
 - v. Schedule of Requirements;
 - vi. Technical Specifications;
 - vii. General and Special Conditions of Contract;
 - viii. Supplemental Bid Bulletins, if any; and
 - ix. Other contract documents that may be required by existing laws and/or the Entity.
 - b. Winning bidder's bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 - c. Performance Security;

LORAIN A. MALUBAG
General Manager/ Proprietress

HANNA DV. ALEJANDRO
Marketing Officer


ABEGAIL GRACE M. PAMPOLINA
Supervising Administrative Officer

REYNALDO V. EBORA
Executive Director

- d. Notice of Award of Contract; and the Bidder's Conforme thereto; and
 - e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBD, such as but not limited to the Notice to Proceed and Warranty Security.
3. In consideration of the Contract Price of **FOUR HUNDRED SIXTY THOUSAND TWO HUNDRED SEVENTY-EIGHT PESOS ONLY (Php460,278.00)**, or such other sums as may be determined in accordance with the terms of the Contract, the Supplier/Contractor/Consultant agrees to deliver and perform the items and related services for the **Supply and Delivery of CY2026 Q1 Office Supplies (EPA) for Lot A** described herein in accordance with the terms and conditions specified in the Contract and its annexed documents.
4. The **PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT (PCAARRD)** agrees to pay the above-mentioned sum to the Supplier/Contractor/Consultant in accordance with the schedule and manner provided in the Bidding Documents and its annexes.
5. Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the applicable law, such as Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

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

For the Procuring Entity
Head of the Procuring Entity or Duly
Authorized Representative

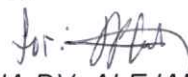

REYNALDO V. EBORA
Executive Director

For the Bidder
Duly authorized to sign the Contract for and
behalf of LAMBERT TRADING:



LORAINÉ A. MALUBAG
General Manager/ Proprietress

Signed in the presence of:


ABEGAIL GRACE M. PAMPOLINA
Witness – Procuring Entity


HANNA DV. ALEJANDRO
Witness- Supplier

Certified Funds Available:


GEELYN M. VICTORIA
Accountant II, FAD-Accounting

ACKNOWLEDGMENT

FEB 06 2026

LOS BAÑOS, LAGUNA

BEFORE ME, A Notary Public for and in the _____, City/Province of _____, this _____ day of _____, 20____, personally appeared the above-named persons who have satisfactorily proven to me their identity, through their identifying documents written below their names and signatures, that they are the same persons who executed and voluntarily signed the foregoing instrument consisting of ____ pages, including this page where this Acknowledgement is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

Doc. No. 4664
Page No. 94
Book No. 270
Series of 27024

ATTY. ALDRIN LINCOLN P. PANOPIO, MBA
NOTARY PUBLIC UNTIL DECEMBER 31, 2026
PTR NO. 5050650 / 01/05-2026/BAY, LAGUNA
IBP LIFETIME NO. 018806
NOT. COM. NO. 07/2024-LB
ROLL NO. 68755
MCLE COMPLIANCE NO. VIII-0026549 / 04-14-28
116 BRGY. MAITIM, BAY, LAGUNA



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Award Notice Abstract (Ref No.: 5975652)

Status: Updated

| <p>Reference Number: 12468449</p> <p>Control Number: ITB No. 25-10-14a to 25-10-14b</p> <p>Bid Notice Title: Supply and Delivery of CY2026 Q1 Office Supplies (Early Procurement Activity)</p> <p>Approved Budget: Php1,999,998.00</p> <p>Procurement Mode: Public Bidding</p> <p>Classification: Goods</p> <p>Category: Office Supplies and Devices</p> <p>Applicable Procurement Rules: Implementing Rules and Regulations</p> <p>Funding Source: Government of the Philippines (GOP)</p> <p>Funding Instrument: National Expenditure Program (NEP) for the succeeding year - Single Year</p> <p>Area of Delivery: Laguna</p> <p>Delivery Period: 30 Day/s</p> <p>Contact Person: Chairperson, BAC</p> <p>Created By: Jose Raymond Manalo</p> | <p align="center">DEPARTMENT OF SCIENCE AND TECHNOLOGY-PCAARRD Paseo de Valmayor, Timugan, Los Baños Laguna, Region IV-A, Philippines</p> <p>Office Supplies</p> <p>Awardee : LAMBERT TRADING</p> <p>Address : 107 Marcos District, Poblacion Talavera Nueva Ecija, Region III, Philippines</p> <p>Contact Person : Loraine Agustin Malubag</p> <p>Designation : Owner</p> <table border="1"> <thead> <tr> <th colspan="3">Line Item</th> </tr> <tr> <th>#</th> <th>Product/Service/Project Name</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Office Supplies, Office Supplies Common, 44120000, 7629, Piece</td> <td>Php685,020.00</td> </tr> </tbody> </table> <p>Reason for Award : lowest calculated bidder</p> | Line Item | | | # | Product/Service/Project Name | Budget | 1 | Office Supplies, Office Supplies Common, 44120000, 7629, Piece | Php685,020.00 | <p>Award Type: Award Notice</p> <p>Contract Amount: Php460,278.00</p> <p>Award Date: 20-Jan-2026</p> <p>Publish Date: 06-Feb-2026</p> <p>Date Last Updated: 06-Feb-2026</p> <p>Contract Number: Contract No. 004-2026</p> <p>Proceed Date: 06-Feb-2026</p> <p>Contract Effectivity Date: 06-Feb-2026</p> <p>Contract End Date: 13-Mar-2026</p> <p>Created By: Jose Raymond Ajes Manalo</p> <p>Date Created: 06-Feb-2026</p> <p>Approver:</p> <p>View Documents: 4</p> |
|---|---|---------------|--|--|---|------------------------------|--------|---|--|---------------|--|
| Line Item | | | | | | | | | | | |
| # | Product/Service/Project Name | Budget | | | | | | | | | |
| 1 | Office Supplies, Office Supplies Common, 44120000, 7629, Piece | Php685,020.00 | | | | | | | | | |