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-Q2 Office Supplies, Building and Utility Supplies, Furniture, and Devices

This CONTRACT executed on the 24 day of April 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-

SMS MARKETING, a company duly organized and existing under the laws of the Philippines, with principal office at 5165 National Highway Brgy. Maahas Los Baños, Laguna, Philippines, 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-Q2 Office Supplies, Building and Utility Supplies, Furniture, and Devices for Lot A, B, C & E***;

WHEREAS, the Supplier/Contractor/Consultant submitted a responsive bid and was awarded the contract for the procurement in the total amount of ***NINE HUNDRED SIXTY-SEVEN THOUSAND NINE HUNDRED THIRTY-SEVEN PESOS AND 5/100 (PhP967,937.05)***, 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;

NELA C. SOTALBO
Proprietor

KIN MARVEE C. SOTALBO
Business Representative

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 ***NINE HUNDRED SIXTY-SEVEN THOUSAND NINE HUNDRED THIRTY-SEVEN PESOS AND 5/100 (PhP967,937.05)***, 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-Q2 Office Supplies, Building and Utility Supplies, Furniture, and Devices for A, B, C & E*** 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
April 24, 2026

For the Bidder
Duly authorized to sign the Contract for and behalf of *SMS MARKETING*:

NELA C. SOTALBO
Proprietor

Signed in the presence of:

ABEGAIL GRACE M. PAMPOLINA
Witness – Procuring Entity

KIN MARWEE C. SOTALBO
Witness – Supplier

Certified Funds Available:

GEELYN M. VICTORIA
Accountant III

ACKNOWLEDGMENT

BEFORE ME, A Notary Public for and in the LOS BAÑOS, LAGUNA, 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.

MAY 18 2026

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. 482
Page No. 98
Book No. 296
Series of 2026

ATTY. CAESAR M. ANGELES
Notary Public-Until Dec. 31, 2026
Bay,Calauan,Los Baños,Laguna
IBP No.558417-11-12-25/Laguna Chapter
Not. Com.#02-2024-LB Dated 12-16-2024
PTR No.6916136 T-01-05-26, Los Baños, Laguna
MCLE COMP. NO. VIII-0041412 Until April 14, 2028
Attorney's Roll No. 32172

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT
OneDOST4U: Solutions and Opportunities for All

BAGONG PILIPINAS

OFFICE OF THE EXECUTIVE DIRECTOR

April 24, 2026

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 CY2026 Q1-Q2 Office Supplies, Building and Utility Supplies, Furniture, and Devices for Lot A, B, C & E** having been approved, notice is hereby given to 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 5-14-26

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

SOCOTEC
ISO 9001
AB

PhilGEPS
Philippine Government Electronic Procurement System
Central Portal for Philippine Government Procurement Oppurtunities

Award Notice Abstract (Ref No.: 6129992) **Status: Updated**

Reference Number:
12804901
Control Number:
IT Nos. 26-02-01a to 26-02-01f
Bid Notice Title:
Supply and Delivery of CY2026 Q1-Q2 Office Supplies, Building and Utility Supplies, Furniture, and Devices
Approved Budget:
Php2,324,946.00
Procurement Mode:
Public Bidding
Classification:
Goods
Category:
Office Supplies and Devices
Applicable Procurement Rules:
Implementing Rules and Regulations
Funding Source:
Government of the Philippines (GOP)
Funding Instrument:
General Appropriations Act
Area of Delivery:
Laguna
Delivery Period:
30 Day/s
Contact Person:
Jovenette Carpio
Created By:
Jose Raymond Manalo

DEPARTMENT OF SCIENCE AND TECHNOLOGY-PCAARRD
Paseo de Valmayor, Timugan, Los Baños Laguna, Region IV-A, Philippines
Office Supplies Devices

Awardee :
SMS MARKETING
Address :
Highway Batong Malaki Los Baños Laguna, Region IV-A, Philippines

Contact Person :
Nela C Sotalbo
Designation :
Proprietor

Line Item

#	Product/Service/Project Name	Budget
1	Office Supplies Devices, Office Supplies, Building and Utility Supplies, Furniture and Devices, 44120000, 15255, Piece	Php1,556,756.00

Reason for Award :
lowest calculated bid

Award Type:
Award Notice
Contract Amount:
Php967,937.05
Award Date:
24-Apr-2026
Publish Date:
11-Jun-2026
Date Last Updated:
11-Jun-2026
Contract Number:
Contract No. 006-2026
Proceed Date:
14-May-2026
Contract Effectivity Date:
12-Jun-2026
Contract End Date:
12-Jun-2026
Created By:
Jose Raymond Ajes Manalo
Date Created:
11-Jun-2026
Approver:

View Documents:
4