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 Q3 Office Supplies, Furnitures and Devices (Accommodation Furniture)

NELA C. SOTALBO
Proprietor

This CONTRACT executed on the 29 day of June 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".

KIN MARWEE C. SOTALBO
Business Representative

WHEREAS, the Entity invited Bids for certain goods and services/works/consulting services, particularly ***Supply and Delivery of CY2026 Q3 Office Supplies, Furnitures and Devices (Accommodation Furniture)***;

WHEREAS, the Supplier/Contractor/Consultant submitted a responsive bid and was awarded the contract for the procurement in the total amount of ***FOUR HUNDRED TWENTY-SEVEN THOUSAND THREE HUNDRED FORTY-FIVE PESOS (PhP427,345.00)*** hereinafter referred to as the "Contract Price."

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

ABEGAIL GRACE M. PAMPOLINA
Chief Administrative Officer

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;

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 TWENTY-SEVEN THOUSAND THREE HUNDRED FORTY-FIVE PESOS (PhP427,345.00)***, 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 Q3 Office Supplies, Furniture and Devices (Accommodation Furniture)*** 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
June 29, 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

Los Banos, Laguna

BEFORE ME, A Notary Public for and in the _____, City/Province of _____, this _____ day of JUL 24 2026, 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 JUL 24 2026 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. 113
Page No. 24
Book No. 300
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

OFFICE OF THE EXECUTIVE DIRECTOR

June 29, 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 Q3 Office Supplies, Furnitures and Devices (Accommodation Furniture)** 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 July 14, 2026

Name of the Representative of the Bidder NELA C. SOTALBO
Owner

Authorized Signature _____