



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This contract is entered is entered into this__ day of _____, by and between :

DEPARTMENT OF EDUCATION REGIONAL OFFICE IV-A CALABARZON, a component field office of the government entity known as the Department of Education organized under existing Philippine laws with office address at Gate 2, Karangalan Village, Cainta, Rizal and herein represented by its Regional Director, **ATTY. ALBERTO T. ESCOBARTE**. It shall be referred in this agreement as the **PROCURING ENTITY**.

-and-

C & E PUBLISHING, INC., an entity duly organized and existing under the Philippine laws, represented herein by its Authorized Representative, **RUSSELL T. CRYSTAL**, with office address at No. 839 EDSA, South Triangle, Quezon City, herein after referred to as the **SUPPLIER**.

WHEREAS, the Procuring Entity received the Sub-Allotment Release Order (SARO) with number OSEC-4A-24-2494 in the amount of PhP139,631,330.50 for the Procurement of Supplementary Learning Resources (SLR's) for Library Hubs;

WHEREAS, attached in the SARO is the Joint Memorandum entitled 'FY 2024 Fund Allocation and Downloading of Funds for Provision of Supplementary Learning Resources (SLRs) for Library Hubs' stating that the priority SLRs for reading to be scoped or evaluated and procured shall contain the following themes: (a) Values Education; (b) Health; (c) Peace Education and (d) Gender and Development;

WHEREAS, on August 9, 2024, the end-user submitted an Authority to Procure with the attached list of SLRs to be procured;

WHEREAS, on August 16, 2024, the Bids and Awards Committee (BAC), Technical Working Group (TWG), BAC Secretariat and End-user conducted a pre-procurement conference to discuss the said allotment and approved the bid documents for the procurement of SLR's for Library Hubs;

WHEREAS, on August 23, 2024, the Procuring Entity has advertised its procurement activity for the procurement of **SUPPLY AND DOOR TO DOOR DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES (SLRs) FOR LIBRARY HUBS WITH PROJECT IDENTIFICATION NUMBER ROIVA-24-07- LOT 10** in the Philgeps website, Office website, and in conspicuous bulletin board of the Office;



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

WHEREAS, the Approved Budget for the Contract (ABC) as indicated in the Philippine Bidding Documents is **Php2,956,834.48**;

WHEREAS, on September 5, 2024, Pre-bid Conference was conducted; the Bid Bulletin No. 3, s. 2024 dated September 6, 2024 was issued amending the amount of ABC to **Php3,012,274.48**;

WHEREAS, the bid submission and opening was conducted on September 19, 2024 at the Bulwagan ng Karangalan, DepEd Region IV-A CALABARZON, Cainta, Rizal;

WHEREAS, during the Bid Submission and Opening, the BAC received one (1) sealed bid, offering the financial bid for **LOT 10**, as read:

LOT	NAME OF BIDDER	TOTAL BID AMOUNT AS READ	REMARKS
10	C & E PUBLISHING INC.	PHP 2,982,223.00	COMPLYING AND LONE BIDDER

WHEREAS, using the checklist of required documents and taking into account the non-discretionary "Pass or Fail Criterion," the BAC found **C & E PUBLISHING INC.** have complied with specifications issued by this Office;

WHEREAS, upon Post-Qualification proceedings and careful examination, validation and verification of all the eligibility, legal, technical, and financial requirements submitted by **C & E PUBLISHING INC.** as the Single Calculated Bid (SCB), the bid of **C & E PUBLISHING INC.** has been found to be responsive;

WHEREAS, on October 15, 2024, the Bids and Awards Committee of the Procuring Entity recommended to the head of the procuring entity the award to the **Supplier** for the **SUPPLY AND DOOR TO DOOR DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES (SLRs) FOR LIBRARY HUBS WITH PROJECT IDENTIFICATION NUMBER ROIVA-24-07 - LOT 10** in the amount of **Php2,982,223.00**;

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

SECTION 1 Use of words

In this Agreement, words and expressions shall have the same meanings as those respectively assigned in the Philippine Bidding Document.

SECTION 2 Documents deemed part

All documents submitted by Supplier and all the documents released and issued by the Procuring Entity and its Bids and Awards Committee and Technical Working Group such as but not limited to:

- a) Invitation to Bid;
- b) Instructions to Bidders;
- c) Bid Data Sheet;
- d) General Conditions of Contract;

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- e) Special Conditions of Contract;
- f) Schedule of Requirements;
- g) Technical Specifications;
- h) Bid Bulletins;
- i) Notice of Award of Contract and the Bidder's conforme thereto;
- j) Performance Security ;
- k) Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g. bidders response to request to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity's bid evaluation;
- l) Eligibility requirements, documents and/or statements;
- m) Other contract documents that may be required by existing laws and/or the Entity.

shall form part of this contract.

SECTION 3

Supplement to the Supplier's Obligation

In addition to the **Supplier's** Obligations mentioned and stated in Section V (Special Conditions of the Contract) and Item b, Section VI (Schedule of Requirements) of the Philippine Bidding Documents and all other documents mentioned in Section 2 of this Contract, the **Supplier** shall also:

- a. Supply the following supplementary learning resources (SLR) with the following titles and quantity:

TITLE/s	QUANTITY
100 and More Inspirint Quotes to Live By	390
Beautiful Country	160
Brown Girls	80
Disaster and Mental Health	580
Fashionopolis	60
Greedy Rabbit	80
Here I Can Be Mindful	120
Last Night at the Telegraph Club	120
Lazy Lily	520
Octopus is a Friend	240
Our Missing Hearts	140
Peace and Security with Agile Leadership: 100 and More Inspiring Quotes to Live By (Book 2)	180
Pilipinas sa Timog-Silangang Asya	60
Rigby Rocket Purple Level: Lessons from Lester	240
Rigby Star Blue Level: Space Ant	930
Rigby Star Lilac Level: I Can't Find It!	240
The Life and Works of Jose Rizal	177
The Quiet and the Loud	120
The Westing Game	120

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Physical

Watercress	80
Where to Start: A Survival Guide to Anxiety, Depression, and Other Mental Health Challenges Worn	280 140

- b. Deliver these SLRs and its corresponding quantity in the place identified in the distribution list attached in this contract as **Annex "A."** The delivery shall be done within 60 calendar days from the issuance of the Notice to Proceed.

Staggered delivery of the SLRs is allowed provided that all the SLRS are delivered before the lapse of the 60 calendar days.

The time as well the protocols in the delivery as identified in the Special Conditions of the Contract and Schedule Requirements of the Philippine Bidding Documents shall be strictly complied by the **Supplier**.

- c. Comply to the lawful order of the **Procuring Entity** or his representative especially when the **Supplier** is made to answer in writing his failure to accomplish the supply and door to door delivery in accordance with this contract;
- d. Submit an accomplishment report when required by the **Procuring Entity** as part of its monitoring and evaluation; and
- e. Remedy any defects in the SLRs delivered in accordance with the conditions set forth in Item c (3), Section VI of the Philippine Bidding Documents.

SECTION 4 Obligations of the Procuring Entity

The **Procuring Entity** hereby undertake to pay the **Supplier**, in consideration of the faithful and full performance of the **Supplier's** obligations, the amount of **Php2,982,223.00**. The terms of payment shall be in accordance with Item 2.2 of the Special Conditions of the Contract.

In case of partial or staggered delivery of the goods procured, the **Supplier** shall be paid the amount corresponding to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations and subject to the imposition of liquidating damages for goods delivered after the contract period.

SECTION 5 Monitoring and Validation of the Work Progress/Accomplishment

The **Procuring Entity** or its representative shall monitor the progress of the delivery. Every Friday beginning the commencement of the supply and delivery or from the last monitoring, the **Procuring Entity** or his representative may follow-up the progress of the delivery until all the SLRs are delivered within the contract period.

In case the supply and delivery has not been fully satisfied until the last day of the contract time, the **Procuring Entity** or his representative shall make the **Supplier** explain in writing and the

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Procuring Entity may opt to avail of legal remedies provided in Annex "I" of the 2016 Revised IRR of RA 9184 and applicable laws, rules and regulations to make it sure that the interest of the government is protected.

**SECTION 6
Settlement of Dispute**

If any dispute of difference of any kind whatsoever shall arise between the parties in connection with the implementation of this contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

Any and all dispute arising from the implementation of a contract shall be submitted to arbitration in the Philippines according to the provisions of R.A. 876, otherwise known as the "Arbitration Law" and R.A. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004." By mutual agreement, the parties agree in writing to resort to other alternative modes of dispute resolution.

**SECTION 7
Capacity and Authorization**

Each of the parties to this contract hereby represents and warrants to the other that it is duly authorized and empowered to execute, deliver and perform this contract and that such action does not conflict with or violate any provision of law, regulation, policy, contract, deed of trust or other instrument to which it is a party or by which it is bound and that this contract constitutes a valid and binding obligation of it enforceable in accordance with its terms.

IN WITNESS WHEREOF, the parties have hereunto set their hands, this day of _____ at _____, Philippines.

**Department of Education
Region IV-A CALABARZON**



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

C & E PUBLISHING INC.


RUSSELL T. CRYSTAL
Authorized Representative

SIGNED IN THE PRESENCE OF:

VIERNALYN M. NAMA
Chief Education Supervisor, CLMD
DepEd Region IV-A CALABARZON


RONALD B. LAOVINIA
~~SENIOR SALES MANAGER~~
C & E PUBLISHING, INC.

Republic of the Philippines
_____ S.S.

QUEZON CITY

ACKNOWLEDGMENT

QUEZON CITY

BEFORE ME, a Notary Public for and in the City of _____, this _____, personally appeared:

Name	Identification No.	Expiration Date
<u>Atty. Alberto T. Escobarte</u>	DepEd Employee No. 4529876	_____
<u>Russell T. Crystal</u>	<u>NO3 - 13 - 008359</u>	<u>OCTOBER 21, 2033</u>

who are known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free act and voluntary act and deed.

This instrument, consisting of six pages, including the page on which this acknowledgment is written, has been signed on the left margin of each and every page hereof by the concerned parties and their witnesses, and sealed with my notarial seal.

WITNESS MY HAND AND SEAL, at the place and date above-written.

Doc. No. 31.....;
Page No. 8.....;
Book No. 47.....;
Series of 2024.

Concepcion P. Villarena
ATTY. CONCEPCION P. VILLARENA
 Notary Public for Quezon City
 Until December 31, 2024
 PTR No. 5565783 / January 03, 2024 Q.C
 IBP No. 398699 / January 04, 2024 Q.C
 Roll No. 30457 / 06-09-1980
 MCLE VH-0008094 / 09-21-2021
 ADM. MATTER No. NP-021 / 2024-2025
 TIN No. 131-949-754
 Matallano Corner Malakas St., Bigy. Ch...
 District IV, Diliman Quezon Cit.

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