



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

**CONTRACT OF SERVICE**

**KNOW ALL MEN BY THESE PRESENTS:**

This contract is entered into this 18 DEC 2025 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-

**BELTRANTAN TRADING** an entity duly organized and existing under the Philippine laws, represented herein by its Proprietress/Authorized Representative, **GINA B. TAN**, with office address at Km. 29 Mac Arthur Highway, San Juan, Balagtas, Bulacan, herein after referred to as the **SUPPLIER**.

**W I T N E S S E T H**

**WHEREAS**, on October 23, 2025, DepEd Regional Office IV-A CALABARZON has published its procurement activity for the **TECHNICAL-VOCATIONAL-LIVELIHOOD (TVL) EQUIPMENT PACKAGES TO PUBLIC SENIOR HIGH SCHOOLS** with reference number **ROIVA-2025-09 – LOT 3** in the PhilGEPS website, office website, and in conspicuous bulletin board of the Office.

**WHEREAS**, on October 20, 2025, 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 Technical-Vocational-Livelihood (TVL) Equipment Packages to Public Senior High Schools.

**WHEREAS**, the Approved Budget for the Contract (ABC) are as follows:

Reference No.	Approved Budget of the Contract (Php)
ROIVA-2025-09 – LOT 1	Php43,337,825.00
ROIVA-2025-09 – LOT 2	Php8,544,010.00
<b>ROIVA-2025-09 – LOT 3</b>	<b>Php4,367,020.00</b>
ROIVA-2025-09 – LOT 4	Php2,832,515.00

*Handwritten signature*

**WHEREAS**, on November 3, 2025, Pre-bid Conference was held, followed by a Bid Submission and Opening on November 17, 2025.



Address: Gate 2, Karangalan Village, Cainta, Rizal  
 Telephone No.: 02-8682-2114  
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 Website: depedcalabarzon.ph



Certificate No. PHP QMS 22 93 0086

**WHEREAS**, Bid Bulletin No. 7, s. 2025 dated November 5, 2025 was issued.

**WHEREAS**, in response to the Invitation to Bid for the above mentioned procurement, the BAC received three (3) sealed bid, offering the following financial bid as read:

**LOT 3**

<b>NAME OF BIDDER</b>	<b>TOTAL BID AMOUNT AS READ</b>	<b>REMARKS</b>
<b>BELTRANTAN TRADING</b>	<b>PHP 2,410,100.00</b>	<b>COMPLYING</b>
NIKKA TRADING	PHP 3,068,388.43	COMPLYING
RALCO COMMERCIAL TRADING	PHP 4,059,988.26	COMPLYING

**WHEREAS**, using the checklist of required documents and taking into account the non-discretionary "Pass or Fail Criterion", the BAC found the following bidders as compliant with the specifications issued by this office as follows:

**LOT 3**

<b>NAME OF BIDDER</b>	<b>REMARKS</b>
<b>BELTRANTAN TRADING</b>	<b>COMPLYING</b>
NIKKA TRADING	COMPLYING
RALCO COMMERCIAL TRADING	COMPLYING

**WHEREAS**, upon post-qualification proceedings and careful examination, validation and verification of all the eligibility, legal, technical, and financial requirements submitted by **BELTRANTAN TRADING** as the Lowest Calculated Bid (LCB), the bid of **BELTRANTAN TRADING** has found to be responsive.

**WHEREAS**, attached hereto is the Post-Qualification Report as Annex "A" and made an integral part hereof.

**WHEREAS**, after review and deliberation on the proposal, **BELTRANTAN TRADING** complied with the requirements and is hereby declared as the Lowest Calculated and Responsive Bid (LCRB).

**WHEREAS**, on December 3, 2025, the Bids and Awards Committee of DepEd Region IV-A CALABARZON recommended to the head of the procuring entity the award of contract to **BELTRANTAN TRADING** for the **Procurement of Technical-Vocational-Livelihood (TVL) Equipment Packages to Public Senior High Schools** with reference number **ROIVA-25-09 – Lot 3** in the amount of **TWO MILLION FOUR HUNDRED TEN THOUSAND ONE HUNDRED PESOS (PHP2,410,100.00)** (hereinafter called the "Contract Price").

**WHEREAS**, Notice of Award dated December 9, 2025 was issued;

**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;
- e) Special Conditions of Contract;
- f) Schedule of Requirements;
- g) Technical Specifications;
- h) Notice of Award of Contract and the Bidder's conforme thereto;
- i) Performance Security;
- j) 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;
- k) Eligibility requirements, documents and/or statements;
- l) All other documents already submitted by the Supplier and to be required to be submitted after the perfection of this contract;

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 Section VI (Schedule of Requirements) of the Philippine Bidding Documents and all other documents mentioned in Section II of this Contract, the **Supplier** shall also:

- a. Deliver the following in accordance with the design and specification indicated in the Bidding Documents:

Description	Contract Duration
Procurement of Technical-Vocational-Livelihood (TVL) Equipment Packages for Public Senior High Schools	Within 90 calendar days from the issuance of Notice to Proceed (NTP)

**Lot 3**

	ITEM	Unit of Measure	TOTAL NUMBER OF ITEMS
	<i>Front Office Services</i>		
1	Calculator	pcs	28
2	Cart, Bell Boy	pcs	5
3	Cash Register with Drawer	pcs	6

4	Credit Card Imprinter with Compact Light Weight Design	pcs	2
5	Credit Card Voucher Holder	pcs	4
6	Detector, Fake Bills	set	16
7	Guest Folio Rack	pcs	4
8	Key Rack (Key Card Electric Magnetic Contractor Set)	pcs	4
9	Speaker, Lapel	set	22
	<b>Housekeeping</b>		
1	Alarm Clock	pcs	4
2	Apron, Polyester-cotton	pcs	1
3	Baskets, Laundry	set	4
4	Bed, Queen	set	5
5	Bed, Single	set	5
6	Board, Ironing (H. Duty)	pcs	11
7	Boots, Safety, Plastic (H. Duty)	pairs	5
8	Brush, for Housekeeping	pcs	1
9	Buckets, Water	pcs	10
10	Caddy, Toilet (H. Duty)	pcs	9
11	Carpet Sweeper (H. Duty)	set	4
12	Cart, for Housekeeping (H. Duty)	set	6
13	Caution Sign	pcs	7
14	Cleaning Cloths, Lint Free	pcs	22
15	Coffee Maker (H. Duty)	set	4
16	Dust Pan (H. Duty)	pcs	3
17	Duster, Anti-static	pcs	9
18	Fan, Electric (H. Duty)	pcs	7
19	Fire Extinguisher (with Contents)	pcs	5
20	Flashlight (H. Duty)	pcs	7
21	Flat Iron	pcs	9
22	Scrubbing Pad	pcs	31
23	Garbage Receptacle (H. Duty)	pcs	7
24	Gloves, Rubber (H. Duty)	pairs	44
25	Goggles, Safety	pcs	43
26	Hairdryer	pcs	3
27	Hose, Water	pcs	3
28	Kettle, Electric	pcs	6
29	Laundry Sorter	set	4
30	Light, Emergency	pcs	3
31	Mirror	pcs	2
32	Mop	pcs	11
33	Polisher, Floor, Electric, with Accessories	set	6
34	Shelving (H. Duty)	pcs	4
35	Sponges, Dish	pcs	30
36	Spray Gun, Water	set	2
37	Squeegee (H. Duty)	pcs	12
38	Squeezer, Mop	set	4
39	Step Ladder	pcs	6
40	Vacuum Cleaner, Dry and Wet (H. Duty)	set	8

41	Washer, Laundry (H. Duty)	pcs	6
42	White Board with Stand	pcs	4
	<i>Local Guiding Services</i>		
1	First Aid Kit	set	129
2	Megaphone (H. Duty)	pcs	10
3	Whistle	pcs	134
4	White Board with Stand	pcs	21

- b. The goods shall be delivered to selected recipient Senior High Schools within DepEd Region IV-A CALABARZON.
- c. Comply with the lawful order of the **Procuring Entity** or its representative especially when the **Supplier** is made to answer in writing his failure to accomplish work in accordance to its schedule of delivery.
- d. Submit an accomplishment report when required by the **Procuring Entity** as part of its monitoring and evaluation.
- e. To execute and complete the project and remedy any defects therein in conformity with Item 17 of the General Conditions of the contract and Implementing Rules and Regulations of Republic Act No. 12009.

**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 **TWO MILLION FOUR HUNDRED TEN THOUSAND ONE HUNDRED PESOS (PHP2,410,100.00)** for **Lot 3**.

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. 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 items 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 **Procuring Entity** may opt to avail of legal remedies provided under Republic Act No. 12009 and its Implementing Rules and Regulation and other applicable laws, rules and regulations to make it sure that the interest of the government is protected.

**SECTION 6**  
**Alternative Dispute Resolution (ADR) Clause**

Both parties entered into this agreement in the spirit of mutual trust and understanding. The parties intend that all unforeseen matters, issues, and concerns that will arise in the future shall be resolved with mutual understanding. In case of conflict/dispute between the parties, it shall be resolved in a peaceful and amicable manner. Every earnest effort shall be made to amicably settle the conflict/dispute through peaceful dialogue and negotiation to accommodate the policies and intention of both parties.

In case of failure to settle the conflict/dispute through peaceful and amicable manner, such conflict/dispute shall be submitted for arbitration/mediation in accordance with Republic Act No. 9285, known as *Alternative Dispute Resolution Act of 2004*. Both parties mutually agree that the decision of the designated/chosen arbitrator/mediator is binding to them. The place of arbitration/mediation is exclusively in Cainta, Rizal.

No legal action may be instituted in any court/tribunal/quasi-judicial body unless the arbitration/mediation has failed or waived by both parties in writing. Legal action for breach of this agreement shall only be instituted in the courts of competent jurisdiction in Cainta, Rizal to the exclusion of all other courts outside the judicial region.

**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.

**18 DEC 2023** **IN WITNESS WHEREOF**, the parties have hereunto set their hands, this day of **DECEMBER**, **2023** at **CULACAN, PHILIPPINES**, Philippines.

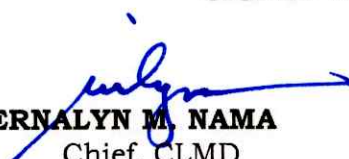
**Department of Education**  
**Region IV-A CALABARZON**

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

**BELTRANTAN TRADING**

  
**GINA B. TAN**  
Proprietress/Authorized  
Representative

**SIGNED IN THE PRESENCE OF:**

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

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Republic of the Philippines  
BULACAN, PHILIPPINES S.S.

**ACKNOWLEDGMENT**

18 DEC 2025 BEFORE ME, a Notary Public for and in the City of BULACAN, PHILIPPINES this  
personally appeared:

Name	Identification No.	Date and place of issued
<u>Atty. Alberto T. Escobarte</u> <u>Gina B. Tan</u>	DepEd Employee No. 4529876	Cainta, Rizal

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 seven (7) 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. 120;  
Page No. 25;  
Book No. 25;  
Series of 2025.

  
**Atty. PAUL EDUARINO A. SIAPNO**  
Notary Public  
Roll No. 53698; PNC-123-M9-2024; Valid Until 12-31-2036  
ISP No. 13540 (Lifetime); 03-18-2015  
PTR No. 4847964; 01-03-2025; Balagtas, Bulacan  
2936 Stall I Gov. Padilla Road Benga 1st, Pinaridol, Bulacan  
MCLE VIII - Compliance No. 0035653; 05-23-2025