



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

NOTICE TO PROCEED

04.03.2023

MS. MELINDA C. PAJIMNA

Authorized Representative

Phoenix Educational Service, Inc.

1114-1116 Quezon Avenue, Brgy. Paligsahan, Quezon City

Contact Number: 0917-865-1357

Email Add: ghanq.luchico@phoenixeducational.ph

Dear **MS. PAJIMNA**:

The attached Contract Agreement having been approved, notice is hereby given to **Phoenix Educational Service, Inc.** that work may proceed on the **PROCUREMENT OF SUPPLEMENTARY LEARNING RESOURCES (SLRS) FOR THE NINE (9) LIBRARY HUBS: BAYBAY CITY, BORONGAN CITY, CALBAYOG CITY, CATBALOGAN CITY, MAASIN CITY, HILONGOS NVS (LEYTE), DGVZMSF (LEYTE), ISABEL NHS (LEYTE) AND TACLOBAN CITY LOT-6** effective **immediately** from receipt hereof.

Upon receipt of this notice, you are responsible for performing the services 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 the Department of Education, Regional Office No. VIII, Government Center, Candahug, Palo, Leyte.

Very truly yours,

EVELYN R. FETALVERO, CESO III
Regional Director

I acknowledge receipt of this Notice on: _____

8-4-25

Name of Representative of the Bidder: _____

MELINDA C. PAJIMNA

Authorized Signature: _____



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph

Doc. Ref. Code	RO-ORD-F025	Rev	00
Effectivity	04.03.2023	Page	1 of 1



Contract Agreement Form for the Procurement of Goods (Revised)
[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT No. 13-75

THIS AGREEMENT made the ____ day of 01 APRIL 2015 between **DEPARTMENT OF EDUCATION REGIONAL OFFICE VIII**, represented by **DR. EVELYN R. FETALVERO, CESO IV**, in her capacity as the **REGIONAL DIRECTOR** of the **DEPED RO VIII**, hereinafter referred to as the "**Entity**"; and **PHOENIX EDUCATIONAL SERVICE, INC.** of **QUEZON CITY** hereinafter called "**the Supplier**" of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **PROCUREMENT OF SUPPLEMENTARY LEARNING RESOURCES (SLRS) FOR THE NINE (9) LIBRARY HUBS: BAYBAY CITY, BORONGAN CITY, CALBAYOG CITY, CATBALOGAN CITY, MAASIN CITY, HILONGOS NVS (LEYTE), DGVZMSF (LEYTE), ISABEL NHS (LEYTE AND TACLOBAN CITY LOT-6** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Philippine Pesos Five Million Four Hundred Thousand Pesos (PhP 5,400,000.00) only**, hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz:

- i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

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;


MELINDA C. PAJIMNA
(Authorized Representative)


EVELYN R. FETALVERO, CESO III
Regional Director

- iii. Performance Security;
 - iv. Notice of Award of Contract and the Bidder's conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Order, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of **Philippine Pesos Five Million Four Hundred Thousand Pesos (PhP 5,400,000.00) only** or such other sums as may be ascertained, and **REX BOOK STORE, INC.** agrees to the **PROCUREMENT OF SUPPLEMENTARY LEARNING RESOURCES (SLRS) FOR THE NINE (9) LIBRARY HUBS: BAYBAY CITY, BORONGAN CITY, CALBAYOG CITY, CATBALOGAN CITY, MAASIN CITY, HILONGOS NVS (LEYTE), DGVZMSF (LEYTE), ISABEL NHS (LEYTE AND TACLOBAN CITY LOT-6** in accordance with his/her/its Bid.
4. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby enters into a covenant with the Entity to execute and complete the Works within a period of **ONE HUNDRED TWENTY (120) CALENDAR DAYS** in conformity with the provisions of this Contract in all respects, and in accordance with governing laws, rules and regulations.
5. The Head of the Procuring Entity (HOPE) DR. EVELYN R. FETALVERO, CESO IV, in her capacity as the REGIONAL DIRECTOR of the DEPED RO VIII agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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


EVELYN R. FETALVERO, CESO III
Regional Director
Head of Procuring Entity (HoPE)


MELINDA C. PAJIMNA
Authorized Representative
Phoenix Educational Service, Inc.

SIGNED IN THE PRESENCE OF:


FE M. GERONA
Chief – Accountant


GERTRUDES C. MABUTIN, EdD.
OIC-Chief, CLMD
End-Use

Republic of the Philippines)
Province of Leyte) Ss.
Tacloban City)

ACKNOWLEDGMENT

BEFORE ME, this _____ day of 01 AUG 2025 personally
appeared:

EVELYN R. FETALVERO, CESO III

Res. Certificate No. : **Philhealth No.**

Issued on: 13-000033310-8

Issued at:

MELINDA C. PAJIMNA

Res. Certificate No. :

Issued on:

Issued at:

Known to me to be the same persons who executed the foregoing instrument and who acknowledged to me the same is their free and voluntary act and deed and that of the Offices they respectively represent.

The foregoing instrument is an Entity-Supplier Contract Agreement consisting of three (3) pages including this page on which this Acknowledgment is written and signed by the parties hereof and their instrumental witnesses on the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on the place and date above written.

Doc. No. 366

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Book No. XV

Series of 2025

09155854

ATTY. MARTIN FRANZ SIA SY
Notary Public for Tacloban City
Lic. No. 2024-01-09 until 31 December 2025
Roll of Attorney's No. 70868 / IBP No. 478875; 11-25-24;
PTR No. 1578099; 01-02-2025; Tacloban City
MCLE Exemption No. VIII-BEP0000015; 4-20-22
2F Wenzman Bldg., Abasco Terminal Road, Tacloban City


MELINDA C. PAJIMNA
(Authorized Representative)


EVELYN R. FETALVERO, CESO III
Regional Director