

## NOTICE TO PROCEED

17 September 2021

**MS. EVELYN D. ESPITA**

Proprietor  
Atipse Marketing and General Merchandise  
Purok 2, Bulanao, Tabuk City, Kalinga

Dear Ms. Espita,

The attached Contract of Agreement having been approved, notice is hereby given to **ATIPSE MARKETING AND GENERAL MERCHANDISE** that work may commence for the project, **Purchase and Delivery of Food Supplies for SFP 11<sup>th</sup> Cycle in Tabuk City, Kalinga** under NP 2021-003.

Upon receipt of this notice, you shall be responsible for performing the services under the terms and conditions of the agreement and in accordance with the Implementation and Delivery Schedule.

Please acknowledge receipt and acceptance of this notice by signing the space provided below. Keep one (1) copy and return the remaining copies to this Office.

Very truly yours,

**ARNEL B. GARCIA, CESO II**  
Regional Director

SEP 23 2021

I acknowledge receipt of this Notice on: \_\_\_\_\_  
Date

Name or Authorized Representative: EVELYN D. ESPITA  
Name

Signature: \_\_\_\_\_

## CONTRACT AGREEMENT

THIS AGREEMENT made on the 15<sup>th</sup> day of **September 2021** between **Department of Social Welfare and Development – Cordillera Administrative Region** represented by **DIR. ARNEL B. GARCIA, CESO II**, Regional Director with office address at 40 North Drive, Baguio City, Philippines (hereinafter called "the Entity") of the one part and **Atipse Marketing and General Merchandise** represented by **MS. EVELYN D. ESPITA, Proprietor** with office address at Purok 2, Bulanao, Tabuk City, Kalinga, Philippines (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and services, particularly **Purchase and Delivery of Food Supplies for the 11<sup>th</sup> Cycle SFP in Tabuk City, Kalinga** under **NP 2021-003** and has accepted a Bid by the Supplier for the supply of those goods and services with an aggregate contract amount of **Four Million Eight Hundred Eleven Thousand Four Hundred Sixty Pesos (Php4,811,460.00)**, (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 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;

- 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 Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of **Four Million Eight Hundred Eleven Thousand Four Hundred Sixty Pesos (Php4,811,460.00)** for FY2021 or such other sums as may be ascertained, **Atipse Marketing and General Merchandise** agrees to provide the goods and services for the **Purchase and Delivery of Food Supplies for the 11<sup>th</sup> Cycle SFP in Tabuk City, Kalinga** under **NP 2021-003** in accordance with his/her/its Bid.
4. The **Department of Social Welfare and Development – Cordillera Administrative Region** 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.

**ARNEL B. GARCIA, CESO II**  
Regional Director

for:

**Department of Social Welfare and Development – Cordillera Administrative Region**

**EVELYN D. ESPITA**  
Proprietor

for:

**Atipse Marketing and General Merchandise**

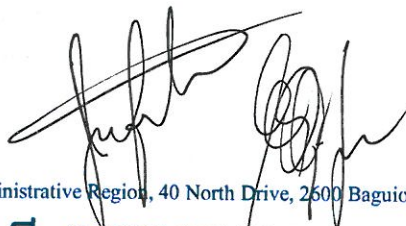
**Signed in the presence of**

  
**LIBERTINE A. BALICDANG**  
SWO IV/Head, Community-Based

  
**Josepa Espita**

**CERTIFIED FUNDS AVAILABLE:**

  
**WILBOURN B. BACOLONG**  
Accountant III



### ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES )

)

BEFORE ME, a Notary Public for in \_\_\_\_\_, Philippines,  
personally appeared this SEP 23 2021 day of **September 2021**.

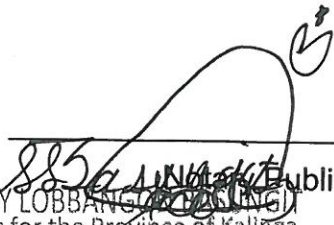
Name	Community Tax Cert. No./ID No.	Date/Place Issued
<u>ARNEL B. GARCIA, CESO II</u>	<u>DSWD #0 #0043</u>	<u>Dec. 17, 2018</u> <u>DSWD CO</u>
<u>EVELYN D. ESPITA</u>	<u>04-0250-28504-5</u>	<u>06-2019 - TApul</u>

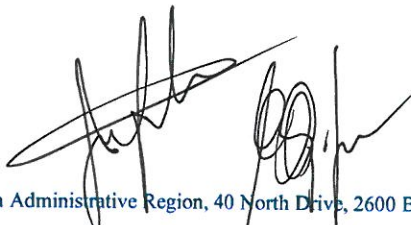
Known to me to be the same persons, who executed the foregoing instruments and acknowledged that the same is free and voluntary act and deed.

This document refers to the Contract of Services consisting of three (3) pages including this page signed by the parties and witnesses.

**IN WITNESS WHEREOF**, I have hereunto set my hands and affixed my notarial seal at the place and date above written.

Doc. No.: 470  
Page No.: 74  
Book No.: XXIX  
Series of: 204

  
ATTY. SANDY LOBBANG (BASUNGIT)  
Notary Public for the Province of Kalinga  
Until December 31, 2021  
Basungit and Basungit Law Office  
Don Jackson Building  
Purok 3, Bulanao Norte, Tabuk City, Kalinga  
Roll No. 69214; 05-31-2017  
PTR No. 3240949; 01-04-2021, Kalinga Province  
IBP Lifetime Roll no. 19230; Kalinga Chapter  
MCLE Compliance No. VI-0018783  
Valid until April 14, 2022



## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are to be delivered in the <b>respective areas of delivery specified under the detailed list of delivery schedule</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements) and Section VII (Technical Specifications).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>Eleonor B. Ayan/SFP Focal Person</b></p>
	<p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements and Section VII. Technical Specifications:</p>
	<p>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</p>
	<p>b. furnishing of tools or equipment required for assembly and/or delivery of the supplied Goods;</p>
	<p>c. performance or supervision or maintenance and/or guarantee good quality of the supplied Goods, for a period of time indicated in the bidding documents and/or as agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract;</p>
	<p>d. availability of manpower for the loading and unloading of the goods to the designated delivery sites; and</p>
	<p>e. items deemed reject upon delivery and inspection should be replaced within the day or a buffer should be available.</p>



	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>The goods required are listed in <b>Section VI (Schedule of Requirements)</b> and <b>Section VII (Technical Specifications)</b> and the cost of delivery, taxes and other fees are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of the Goods from <b>September 2021 to December 2021 or any changes that may be introduced during the contract implementation</b>. The goods shall be supplied as promptly as possible, but in any case shall be communicated immediately.</p> <p>In case of fortuitous events or any circumstance beyond the procuring entity's control, the end-user shall closely coordinate the change of delivery schedule or changes in implementation of the project.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as required to prevent damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The packaging must adhere to the conditions specified under <b>Section VII (Technical Specifications)</b>.</p>

The image shows three handwritten signatures or initials in blue ink. The first is a large, stylized signature, the second is a more compact signature, and the third is a small, simple mark or initial.

	<b>Transportation –</b>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
	<b>Intellectual Property Rights –</b>
	The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2	“The terms of payment shall be as follows: <i>Payment shall be processed every after complete delivery.</i> ”
4	The inspections and tests that will be conducted are: <i>Actual inspection of the goods delivered to the designated delivery sites.</i>