Republic of the Philippines
(Republic Act No. 7611)
PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF

PCSD

NOTICE OF AWARD

04 June 2024

DIGIMATRIX TOTAL WIDE FORMAT PRINTING SERVICES
Represented by its Owner
Ms. Monina M. Tam-od
Stall#06 Centro De Bonito Y Aliva, Maningning
Puerto Princesa City, Palawan

Dear Ms. Tam-od:

The Palawan Council for Sustainable Development Staff (PCSDS) is hereby awarding the contract for the procurement item with details below inclusive of all applicable taxes:

a. Purchase Request No. : **24-05-0044**
b. Procurement Title : **Other Supplies and Materials Expenses (Assorted Items for PRAISE Awarding)**
c. Contract Amount : **Php 81,645.00**
d. Delivery Period : **on or before June 15, 2024**

You are therefore advised to post the required Performance Security (if applicable) and enter into contract with PCSDS within ten (10) calendar days from receipt of this notice. Failure to enter into contract shall constitute a sufficient ground for cancellation of this award.

Thank you.

Very truly yours,

ATTY. TEODORO JOSE S. MATTA, MNSA
Executive Director and Head of Procuring Entity

Conforme:

Ms. Monina M. Tam-od
Date: JUN 17 2024

Vision: Palawan, an innovative and dynamic global center of sustainable development.
Mission: PCSDS as the driver of environmental conservation and inclusive development in Palawan, a biosphere reserve and science-for-sustainability site, guided by the Strategic Environmental Plan.

HEAD OFFICE:
PCSD Building, Sports Complex Road
Santa Monica Heights, Puerto Princesa City, 5300 Palawan, Philippines
☎ (+6348) 434-4235 Trunkline • (+6348) 434-4234 Telefax
Email: oed@pcsd.gov.ph • Website: www.pcsd.gov.ph | www.pkp.pcsd.gov.ph

CONTRACT AGREEMENT

THIS AGREEMENT made this 05 June 2024 between Palawan Council for Sustainable Development Staff (PCSDS) (hereinafter called "the Entity") of the one part and Digimatrix Total Wide Format Printing Services of Stall #06 Centro De Bonito Y Aliva, Maningning, Puerto Princesa City, Palawan (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly PR No. 24-05-0044: Other Supplies and Materials Expenses (Assorted Items for PRAISE Awarding) and has accepted a quotation by the Supplier for the supply of those goods and services in the sum of Eighty-One Thousand, Six Hundred Forty-Five Pesos (Php81,645.00) (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. Request for Quotation;
   ii. Schedule of Requirements and Technical Specifications;
   iii. Winning bidder's quotation, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

   Price Quotation Form, including all the documents/statements contained in the Bidder's quotation, 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 evaluation of quotation;

   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. **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 Eighty-One Thousand, Six Hundred Forty-Five Pesos (Php81,645.00) or such other sums as may be ascertained, Digimatrix Total Wide Format Printing Services represented by Monina M. Tam-od agrees to supply PR No. 24-05-0044: Other Supplies and Materials Expenses (Assorted Items for PRAISE Awarding) in accordance with his/her/its quotation.

4. Goods and services will be delivered and/or performed by the Supplier on or before June 15, 2024 or in accordance with the schedule agreed upon.

5. The Entity agrees to pay the Supplier the above-mentioned sum in accordance with the terms of the Bidding and based on the actual goods and services delivered and/or performed as billed.

6. In case of breach, the Supplier shall be liable to pay liquidated damages at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every

ATTY. TEODORO JOSE S. MATTA, MNSA

MONINA M. TAM-OD

day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

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

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.

ATTY. TEODORO JOSE S. MATTA, MNSA
Executive Director and
Head of Procuring Entity

for:

Palawan Council for Sustainable Development Staff (PCSDS)

MONINA M. TAM-OD
Owner

for:

Digimatrix Total Wide Format Printing Services

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
Puerto Princesa City)

BEFORE ME, this JUN 25 2024 at PUERTO PRINCESA CITY personally appeared **ATTY. TEODORO JOSE S. MATTA, MNSA** and **MONINA M. TAM-OD** with their competent evidence of identity, all known to me and to me known to be the same persons who executed the foregoing instrument which they acknowledged to me to be their free and voluntary act and deed and that of the entities they respectively represent.

This instrument consisting of only two (2) page/s, including this page in which this Acknowledgement is written, duly signed by them and their instrumental witnesses.

WITNESS MY HAND AND SEAL.

ATTY. LEE CHRISTINE EVE F. ALMIRA
NOTARY PUBLIC FOR PALAWAN AND PPC
ROLL NO. 84451
APPL NO. 2023-058 UNTIL DECEMBER 31, 2024
IBP NO. 416324/JAN. 11, 2024
PTR NO. 7910693/JAN. 11, 2024
MCLE COMPLIANCE UNTIL APRIL 2025
(ADMITTED TO THE BAR MAY 2, 2023)
SAN MIGUEL, PUERTO PRINCESA CITY

Notary Public

Doc. No. 510
Page No. 103
Book No. VII
Series of 2024;

ATTY. LEE CHRISTINE EVE F. ALMIRA NOTARY PUBLIC ROLL NO. 84451 PUERTO PRINCESA CITY & PALAWAN

Republic of the Philippines
(Republic Act No. 7611)
PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF

PCSD

NOTICE TO PROCEED

06 June 2024

DIGIMATRIX TOTAL WIDE FORMAT PRINTING SERVICES
Represented by its Owner
Ms. Monina M. Tam-od
Stall#06 Centro De Bonito Y Aliva, Maningning
Puerto Princesa City, Palawan

Dear Ms. Tam-od:

This refers to the Notice of Award of procurement item with details listed below:

a. Winning Bidder : **DIGIMATRIX TOTAL WIDE FORMAT PRINTING SERVICES**
b. Purchase Request No. : **24-05-0044**
c. Procurement Title : **Other Supplies and Materials Expenses (Assorted Items for PRAISE Awarding)**
d. Contract Amount : **Php 81,645.00**
e. Delivery Period : **on or before June 15, 2024**

In relation thereto, notice is hereby given to the winning bidder that the implementation of the said project shall commence on the same day you have acknowledged the receipt of this Notice. You are expected to perform the terms and conditions stipulated in the attached Contract Agreement.

Please acknowledge receipt of this notice by signing at the portion provided below. Keep a copy and return the original copy to this Palawan Council for Sustainable Development Staff (PCSDS).

For further details, please contact the PCSDS-BAC Secretariat through the following contact details: (a) email: bacpcsd@gmail.com and (b) Tel. No. (+48) 434-4235.

Thank you.

Very truly yours,

ATTY. TEODORO JOSE S. MATTA, MNSA
Executive Director and Head of Procuring Entity

Conforme:

Ms. Monina M. Tam-od
Date: JUN 28 2024

Vision: Palawan, an innovative and dynamic global center of sustainable development.
Mission: PCSDS as the driver of environmental conservation and inclusive development in Palawan, a biosphere reserve and science-for-sustainability site, guided by the Strategic Environmental Plan.

HEAD OFFICE:
PCSD Building, Sports Complex Road
Santa Monica Heights, Puerto Princesa City, 5300 Palawan, Philippines
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Email: oed@pcsd.gov.ph • Website: www.pcsd.gov.ph | www.pkp.pcsd.gov.ph

Republic of the Philippines
Palawan Council for Sustainable Development Staff
BIDS AND AWARDS COMMITTEE
PCSD Bldg., Sports Complex Road, Brgy. Sta. Monica,
Puerto Princesa City, Palawan

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PURCHASE ORDER

1 Supplier/Provider	**Ms. Monina M. Tam-od**	2 P. O. No.	**24-06-26**
	DIGIMATRIX TOTAL WIDE FORMAT PRINTING SERVICES	Date:	**07 June 2024**
Address	Stall#06 Cento de Bonito Y Aliva, Maningning, Puerto Princesa City City	P.R. No.	**24-05-0044**
TIN		Mode of Procurement	**NP-Small Value Procurement**

Suppliers/Contractors/Consultant:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

3 Place of Delivery	PCSD Bldg. Sports Complex Road, Sta. Monica, Puerto Princesa City, Palawan	Delivery Term:	Delivered at Place
Date of Delivery	on or before June 15, 2024	Payment Term:	

Item No.	Stock/ Property No.	Unit	Item Description	Cost		
				Quantity	Unit	Total
			Glass Certificate Frames			
1		piece	A4 size Gold Frame Glass Certificate Holder	11	₱95.00	₱1,045.00
2		piece	A4 size Silver Frame Glass Certificate Holder	40	₱95.00	₱3,800.00
3		piece	A3 size Glass Certificate Holder	2	₱1,400.00	₱2,800.00
			Customized Tumbler			
4		piece	500 ml hot and cold tumbler with print	40	₱500.00	₱20,000.00
			Customized Metal Watch			
5		piece	Silver plated wrist watch for men with engraving "10 years in PCSDS"	3	₱4,000.00	₱12,000.00
6		piece	Silver plated wrist watch for women with engraving "10 years in PCSDS"	2	₱4,000.00	₱8,000.00
7		piece	Mixed (Silver and Gold) plated wrist watch for women with engraving "15 years in PCSDS"	1	₱4,000.00	₱4,000.00
8		piece	Mixed (Silver and Gold) plated wrist watch for men with engraved "15 years in PCSDS"	3	₱4,000.00	₱12,000.00
9		piece	Gold plated wrist watch for men with engraved "35 years in PCSDS"	2	₱4,000.00	₱8,000.00
10		piece	Gold plated wrist watch for men with engraved PCSDS Logo	2	₱5,000.00	₱10,000.00
			Delivery Term: on or before June 15, 2024 **Delivery Location:** PCSD Building, Sports Complex Road, Barangay Santa Monica, Puerto Princesa City, Palawan			
			-nothing follows-			

Total Amount in Words: **Eighty-One Thousand, Six Hundred Forty-Five Pesos**	Total: **₱81,645.00**

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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Ms. Monina M. Tam-od
Supplier signature over printed name
Date: JUN 28 2024

Very truly yours,

ATTY. TEODORO JOSE S. MATTA, MNSA
Executive Director and
Head of the Procuring Entity

for accounting use only

Fund Cluster:		**ORS/BURS No. :**	
Funds Available:		**Date of the ORS/BURS:**	
JOSELITO A. ORDAS Accountant		**Amount:**	