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

PCSD

NOTICE OF AWARD

25 September 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. : **24-08-0071**
b. Procurement Title : **Other Supplies and Materials (Plaques)**
c. Contract Amount : **Php 14,940.00**
d. Delivery Period : **Within 60 Calendar days from receipt of Notice to Proceed (NTP)**

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: 21 OCT 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

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

PCSD

NOTICE TO PROCEED

27 September 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. : **24-08-0071**
c. Procurement Title : **Other Supplies and Materials (Plaques)**
d. Contract Amount : **Php 14,940.00**
e. Delivery Period : **Within 60 Calendar days from receipt of Notice to Proceed (NTP)**

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: 21 OCT 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.

CONTRACT AGREEMENT

THIS AGREEMENT made this 26 September 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. 24-08-0071: Other Supplies and Materials (Plaques) and has accepted a quotation by the Supplier for the supply of those goods and services in the sum of Fourteen Thousand, Nine Hundred Forty Pesos (Php 14,940.00) (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 Fourteen Thousand, Nine Hundred Forty Pesos (Php 14,940.00) or such other sums as may be ascertained, Digimatrix Total Wide Format Printing Services by Ms. Monina M. Tam-od agrees to supply PR No. 24-08-0071: Other Supplies and Materials (Plaques) in accordance with his/her/its quotation.

4. Goods and services will be delivered and/or performed by the Supplier Within 60 Calendar days from receipt of Notice to Proceed (NTP) 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 day of delay. Once the cumulative amount of liquidated damages reaches ten

ATTY. TEODORO JOSE S. MATTA, MNSA

Ms. MONINA M. TAM-OD

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)

Ms. MONINA M. TAM-OD
Owner

for:

Digimatrix Total Wide Format Printing Services

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
Puerto Princesa City)

PUERTO PRINCESA CITY

BEFORE ME, this 21 OCT 2024 at _____ personally appeared **ATTY. TEODORO JOSE S. MATTA, MNSA** and **Ms. 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. ROSARIO JAN MICHELLE P. MANGASEP
NOTARY PUBLIC
FOR PALAWAN AND PUERTO PRINCESA CITY
Notarial Commission No. [illegible] until December 31, 2025
PTR No. 1944870; January 29, 2024; Puerto Princesa City
IBP No. 399720; January 4, 2024; Palawan Chapter
Admitted to the Bar on December 22, 2023
Roll of Attorneys No. 90025

Notary Public

ATTY. ROSARIO JAN MICHELLE P. MANGASEP NOTARY PUBLIC ROLL NO. 90025 PALAWAN & PUERTO PRINCESA CITY

Doc. No. 292;
Page No. 60;
Book No. 5;
Series of 2024;

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

PURCHASE ORDER

1 Supplier/Provider	**Ms. MONINA M. TAM-OD**	2 P. O. No.	**24-09-54**
	DIGIMATRIX TOTAL WIDE FORMAT PRINTING SERVICES	Date:	**30 September 2024**
Address	Stall #06 Centro De Bonito Y Aliva, Maningning, Puerto Princesa City, Palawan	P.R. No.	**24-08-0071**
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 Building, Sports Complex Road, Sta. Monica,Puerto Princesa City Palawan	Delivery Term:	Delivered at Place
Date of Delivery	Within 60 Calendar days from receipt of Notice to Proceed (NTP)	Payment Term:	

Item No.	Stock/ Property No.	Unit	Item Description	Cost Quantity	Unit	Total
			EEED (WMF) _ Php 11,060.00			
1		piece	**Laminated Sticker (Learning Cubes)** Size: 16x16	36	**₱290.00**	**₱10,440.00**
2		piece	**Laminated Sticker (PCSD Logo)** Size: 24x24 ***Additional requirements:*** Place of Delivery: PCSDS Bldg. Sports Complex Road, Bgy. Sta. Monica, Puerto Princesa City, Palawan	1	**₱500.00**	**₱500.00**
					sub-total	**₱10,940.00**
			EEED (Regular) _ Php 4,000.00			
3		piece	**Plaque _ Regular** size: width - 140mm; length 280mm; top slant - 150mm	2	₱2,000.00	**₱4,000.00**
					sub-total	**₱4,000.00**
			-nothing follows-			
Total Amount in Words: **Fourteen Thousand, Nine Hundred Forty Pesos**					**Total:**	**₱14,940.00**

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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: 21 OCT 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:**	
		Amount:	

JOSELITO A. ORDAS, CPA
Accountant III
Accountant

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

PCSD

"RECOMMENDING THE AWARD OF CONTRACT DIGIMATRIX TOTAL WIDE FORMAT PRINTING SERVICES FOR THE PROCUREMENT OF PR NO. 24-08-0071: OTHER SUPPLIES AND MATERIALS (PLAQUES)"

Resolution No. 24-08-0071
Series of 2024

WHEREAS, PR No. 24-08-0071: Other Supplies and Materials (Plaques) was ascertained by the Palawan Council for Sustainable Development Staff (PCSDS), Bids and Awards Committee (BAC) as included in the Annual Procurement Plan (APP) for the FY 2024 with Negotiated Procurement – Small Value Procurement (NP-SVP) as the mode of procurement pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulation (IRR) of Republic Act No. 9184 with an Approved Budget for the Contract (ABC) amounting to Fifteen Thousand, Sixty Pesos (Php 15,060.00). The stated provision states:

xxx xxx xxx

53.9. Small Value Procurement. Procurement of Goods, Infrastructure Projects and Consulting Services, where the amount involved does not exceed the threshold prescribed in Annex "H" of this IRR: Provided, That in case of Goods, the procurement does not fall under shopping in Section 52 of this IRR

xxx xxx xxx

WHEREAS, the Request for Quotation for NP- SVP for the said procurement was posted in the PCSD website and in a conspicuous place within the premises of PCSD last 19-24 September 2024. The same was also sent to three (3) prospective suppliers, namely: Digimatrix Total Wide Format Printing Services, FRRO Consumer Goods Trading, Yeony's General Merchandising;

WHEREAS, the following supplier/s submitted their quotations:

NO.	BIDDER	AMOUNT	DATE & TIME SUBMITTED
1	Digimatrix Total Wide Format Printing Services	Php 14,940.00	24 September 2024; 11:57am
2	FRRO Consumer Goods Trading	Php 11,060.00	24 September 2024; 11:57am
3	Yeony's General Merchandising	Php 12,710.00	24 September 2024; 11:57am

WHEREAS, on 25 September 2024, the Committee conducted an evaluation of the above-mentioned quotations. Digimatrix Total Wide Format Printing Services submitted complete eligibility requirements and was declared responsive and eligible;

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WHEREAS, FRRO Consumer Goods Trading was disqualified for submission of unresponsive quotation;

WHEREAS, Yeony's General Merchandising was disqualified for submission of expired Mayor's Permit;

WHEREAS, after deliberation, Digimatrix Total Wide Format Printing Services was determined by the Committee as the Lowest Calculated and Responsive Quotation (LCRQ);

WHEREAS, in today's meeting, the Committee decided to recommend to the Head of Procuring Entity (HoPE) the awarding of the contract;

NOW, THEREFORE, BE IT RESOLVED AS IT HEREBY RESOLVED, for and in consideration of the foregoing, **WE**, the Members of the PCSDS-BAC, hereby recommend to Executive Director and Head of the Procuring Entity (HoPE), Atty. Teodoro Jose S. Matta, MNSA, the award of contract to Digimatrix Total Wide Format Printing Services for the procurement of PR No. 24-08-0071: Other Supplies and Materials (Plaques).

RESOLVED, that copies of this resolution be submitted to the PCSDS Executive Director for his appropriate action.

ADOPTED AND APPROVED by the PCSDS Bids and Awards Committee (BAC) this 25 September in Puerto Princesa City.

Prepared by:

Atty. MICHELLE ANDREA AUGUST F. SABUYA
BAC Secretariat, Head

Recommending Approval:

ROSANA F. GACOT
Alternate Member

MA. CRISTINA C. RODRIGUEZ, MDM
Member

(on official travel)
JOHN VINCENT B. FABELLO, RPF
Member

ATTY. JOANNA SARAH T. DIVA
Member

(on official travel)
JOHN FRANCISCO A. PONTILLAS, EnP
Vice-Chairperson

GLENDA M. CADIGAL, RPF
Chairperson