

Contract Form

[Note: The duly accomplished form is not required to be submitted with the Bid but shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT FOR: PROCUREMENT OF CUSTOMIZED TOKENS FOR THE TEACHERS SUMMIT CUM NATIONAL TEACHER'S DAY CELEBRATION OF THE SCHOOLS DIVISION OF DAVAO DE ORO LOT 3 (SDDO-008-2026-LOT 3)

This CONTRACT executed on this day 24 SEP 2026 by and between:
DEPARTMENT OF EDUCATION - DIVISION OF DAVAO DE ORO, a government
agency of the Republic of the Philippines, hereinafter called "the Entity";

-and-

POLCAPS EQUIPMENT WHOLESALING, a company duly organized and existing
under the laws of Republic of the Philippines, with principal office at SB Cabahug
Ibabao-Estancia, Mandaue City, Cebu, Philippines, hereinafter called "the Supplier".

WHEREAS, the Entity invited Bids for certain goods and services, particularly
**PROCUREMENT OF CUSTOMIZED TOKENS FOR THE TEACHERS SUMMIT CUM
NATIONAL TEACHER'S DAY CELEBRATION OF THE SCHOOLS DIVISION OF
DAVAO DE ORO LOT 3 (SDDO-008-2026-LOT 3);**

WHEREAS, the Supplier submitted a responsive bid and was awarded the
contract for the procurement in the total amount of **One Million Eight Hundred
Forty-Three Thousand Pesos (P 1,843,000.00)**, hereinafter referred to as the
"Contract Price."

NOW, THEREFORE, for and in consideration of the foregoing premises, the
parties hereby agree as follows:

1. Unless otherwise stated, terms and expressions used in this Contract shall have the same meanings as those assigned to them in the Conditions of Contract, which form an integral part of this Contract.
2. The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009 shall form part and be read and construed as integral parts of this Contract, viz.:
 - a. Philippine Bidding Documents (PBD);
 - i. Invitation to Bid;
 - ii. Instruction to Bidders;
 - iii. 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;
 - iv. Bid Data Sheet;
 - v. Schedule of Requirements;
 - vi. Technical Specifications;
 - vii. General and Special Conditions of Contract;
 - viii. Supplemental Bid Bulletins, if any; and
 - ix. Other contract documents that may be required by existing laws and/or the Entity.
 - b. Winning bidder's bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements

Supplier's Witness

Supplier

SDO's Witness

School Division Superintendent

submitted;

- c. Performance Security;
 - d. Notice of Award of Contract; and the Bidder's Conforme thereto; and
 - e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBD, such as but not limited to the Notice to Proceed and Warranty Security.
3. In consideration of the Contract Price of **One Million Eight Hundred Forty-Three Thousand Pesos (P 1,843,000.00)**, or such other sums as may be determined in accordance with the terms of the Contract, the Supplier agrees to deliver and perform the items and related services for the **PROCUREMENT OF CUSTOMIZED TOKENS FOR THE TEACHERS SUMMIT CUM NATIONAL TEACHER'S DAY CELEBRATION OF THE SCHOOLS DIVISION OF DAVAO DE ORO LOT 3 (SDDO-008-2026-LOT 3)** described herein in accordance with the terms and conditions specified in the Contract and its annexed documents.
 4. The **DEPARTMENT OF EDUCATION - DIVISION OF DAVAO DE ORO** agrees to pay the above-mentioned sum to the Supplier in accordance with the schedule and manner provided in the Bidding Documents and its annexes.
 5. Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the applicable law, such as Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

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

Head of the Procuring Entity or
Duly Authorized Representative

PHOEBE GAY L. REFAMONTE

Schools Division Superintendent

Date: 20 SEP 2026

Duly authorized to sign the
Contract for and behalf of
**POLCAPS EQUIPMENT
WHOLESALE**

JONEL S. PACATE

Branch Manager

Date: _____

Signed in the presence of:

Witness – Procuring Entity

Witness – Supplier

Certified Availability of Funds:

LEWI MAT DEXTER M. BELLO, CPA
Accountant III

ACKNOWLEDGMENT

BEFORE ME, A Notary Public for and in the _____, City/Province of _____, this _____ day of 25 SEP 2026, 20____, personally appeared:

NAME	COMPETENT EVIDENCE OF IDENTITY
PHOEBE GAY L. REFAMONTE	National ID: 4395-1286-1469-3482
JONEL S. PACATE	

Known to me and to me known that they are the same persons who executed and voluntarily signed the foregoing instrument consisting of ____ pages, including this page where this Acknowledgement is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this _____ day of 25 SEP 2026, 20____.

ATTY. JARED JOHN E. ADOLFO

NAME OF NOTARY PUBLIC

Notary Public

Notarial Commission No. _____

Until December 31, 2027

Notary Public for _____

Roll No. 98379

Roll of Attorney's _____

Unit No. 0000459 / 02-25-2026

PTR No. _____, date issued: _____

PTR No. 3983969 / 03-17-2026

IBP No. _____, date issued: _____, place issued: _____

TIN: 443-547-677-000

MCLE Compliance No. Newly Admitted _____

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