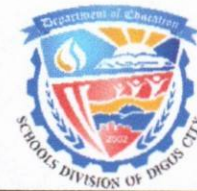




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



## NOTICE TO PROCEED

MAY 17 2024, 2024

**MAIKELLI XIPHI CRISPINO BALAZO**

Asst. General Manager  
Hotel De Crisbelle  
San Jose, Digos City, Davao Del Sur

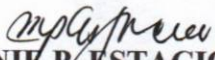
Dear Ms. Balazo:

The undersigned wishes to inform you that the Contract Agreement for **“Project No. 24-02-022: Procurement Of Meals, Snacks And Lease Of Real Property And Venue For The Conduct Of School-Based Training Of Teachers (SBTT) On The Matatag Curriculum (Kindergarten, Grades 1, 4, And 7 Teachers And School Leaders)”** at Digos City, with the contract price of **One Million Seven Hundred Thirty-One Thousand Pesos (PhP 1,731,000.00)**, has been approved.

You are now hereby notified to commence execution of services within seven (7) calendar days from the issuance of this notice and shall complete all of the services in accordance with the terms and conditions as reflected in the Contract.


Please acknowledge receipt and acceptance of this notice by signing in the space provided below. Kindly return the original copies in two (2) to the BAC Secretariat of this Division.

Very truly yours,

  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent  
Head of Procuring Entity (HOPE)

Receipt of NTP is hereby acknowledged:

By:

  
**MAIKELLI XIPHI CRISPINO BALAZO**  
(Contractor's Signature over Printed Name)

Date:

05/17/2024



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

## CONTRACT

MAY 14 2024

This AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 2024 at Digos City, Province of Davao del Sur by and between:

**DEPARTMENT OF EDUCATION – SCHOOLS DIVISION OF DIGOS CITY** represented by **Melanie P. Estacio, PhD, CESO VI**, OIC-Schools Division Superintendent, with office address at Roxas corner Lopez-Jaena Streets, Barangay Zone II, Digos City, Davao del Sur, hereinafter called "**the Entity**",

and

**HOTEL DE CRISBELLE** represented by **MAIKELLI XIPHI CRISPINO BALAZO**, Authorized Representative, with business address located at San Jose, Digos City, Davao Del Sur, Philippines hereinafter called "**the Supplier**";

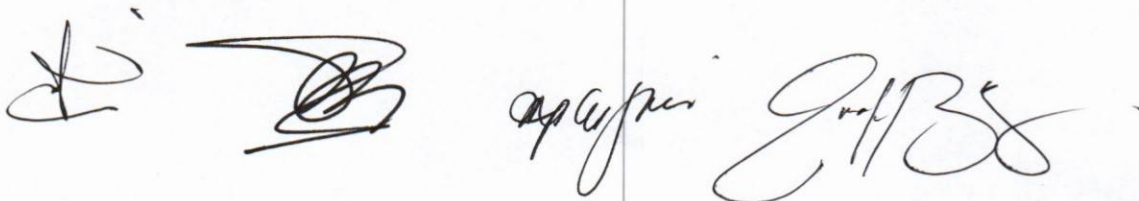
**WHEREAS**, the Entity invited Bids for certain goods, particularly **Project No. 24-02-022: Procurement Of Meals, Snacks And Lease Of Real Property And Venue For The Conduct Of School-Based Training Of Teachers (SBTT) On The Matatag Curriculum (Kindergarten, Grades 1, 4, And 7 Teachers And School Leaders)** and has accepted a Bid by the Supplier for the supply of those goods in the sum of **One Million Seven Hundred Thirty-One Thousand Pesos (PhP 1,731,000.00)** 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**

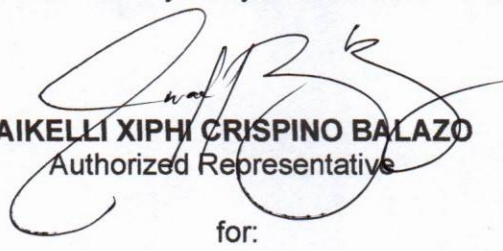
additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of **One Million Seven Hundred Thirty-One Thousand Pesos (PhP 1,731,000.00)** or such other sums as may be ascertained, **HOTEL DE CRISBELLE** agrees to **deliver Food Supplies and Lease of Real Property and Venue for Project No. 24-02-022: Procurement Of Meals, Snacks And Lease Of Real Property And Venue For The Conduct Of School-Based Training Of Teachers (SBTT) On The Matatag Curriculum (Kindergarten, Grades 1, 4, And 7 Teachers And School Leaders)** in accordance with its Bid.
  - 3.1. The price specified above is inclusive of all other charges including payment for taxes, duties, levies and charges assessed on it in connection with this Contract.
4. The **Department of Education – Schools Division of Digos City** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.
5. Delivery
  - 5.1. The Supplier hereby covenants to deliver said **Lease of Real Property and Venue, Meals and Snacks**
  - 5.2. In case of failure to deliver the said goods within the stipulated period, the Supplier shall be liable to the Entity for Liquidated Damages equivalent to at least one tenth (1/10) of one percent (1%) of the value of the unperformed portion of the contract every day of delay or breach of the delivery schedule by the Supplier. The Supplier, however, may request that the period be extended on valid and reasonable grounds, subject to the Entity's approval. If so, the Supplier shall give a written notice at least one (1) week ahead of the schedule.
6. Inspection and Acceptance
  - 6.1. The Entity or its representative shall have the right to inspect and/or test the goods at the delivery address and the Supplier shall facilitate such inspection and provide required assistance.
  - 6.2. The Entity shall have fifteen (15) days after proper receipt of the goods purchased to inspect them and either accept or reject them as non-conforming with this Contract. All rejected goods will be returned to the Supplier at the latter's expense. The Entity's right to reject the Goods shall not be limited or waived by the Goods having been previously inspected or tested by the Entity prior to delivery.
  - 6.3. The Supplier agrees that the Entity's payment under this Contract shall not be deemed acceptance of any Goods delivered hereunder.
  - 6.4. The Supplier agrees that any acceptance by the Entity does not release the Supplier from any warranty or other obligation under this Contract.
  - 6.5. Title to the Goods shall pass to the Buyer when they are delivered and accepted by the Entity. Risk of loss, injury, or destruction of the Goods shall be borne by the Supplier until title passes to the Entity.



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.

  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

  
**MAIKELLI XIPHI CRISPINO BALAZO**  
Authorized Representative

for:

for:

Department of Education – Schools Division of  
Digos City

Hotel de Crisbelle

Witness:

Witness:

Allotment Available: ₱ 1,731,000.00

  
**NEPTUNE L. TAMBILAWAN**  
Budget Officer III

  
**NORELIZA A. MISAL, CPA**  
Accountant III

**Acknowledgment**

Republic of the Philippines...)  
DIGOS CITY, DAVAO DEL SUR...) S.S  
X.....X

BEFORE ME appeared this      day of      **MAY 17 2024**, 2024 in     , Philippines personally appeared the parties to this instrument through Competent Evidence of Identity indicated above as defined by the 2004 Rules on Notarial Practice, known to me to be the same persons who voluntarily executed and signed for the purpose stated in the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed, and if the parties herein act in a representative capacity, they have the authority to sign in that capacity.

This instrument, refers to a Contract Agreement for Project No. 24-02-022: Procurement Of Meals, Snacks And Lease Of Real Property And Venue For The Conduct Of School-Based Training Of Teachers (SBTT) On The Matatag Curriculum (Kindergarten, Grades 1, 4, And 7 Teachers And School Leaders) consisting of three (3) pages including the page on which this acknowledgement is written, has been signed on the left margin of each and every page thereof by the parties and their witnesses, and sealed with my notarial seal.

WITNESS MY SEAL, the day, year and place above written.

Doc No. 777  
Page No. 85  
Book No. XII  
Series of 2024

  
**ATTY. MICHELLE S. ALEGANDINO, CPA**  
Notary Public-Province of Davao del Sur  
N.C. No. 20/2020 valid until Dec. 31, 2024  
MCLC Comp. Ser. No. VII-007481/valid until April 14, 2025  
PTR No. 3761021/1-2-24, Digos City  
BP No. 330192/12-18-23, Pasig City  
TAN: 446-781-282-000/ Roll No. 75859  
JRE Bldg. Magsaysay Street, Digos City, Davao del Sur



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

Bids and Awards Committee

NOTICE OF AWARD

MAY 14 2024

**MAIKELLI XIPHI CRISPINO BALAZO**

Asst. General Manager  
Hotel De Crisbelle  
San Jose, Digos City, Davao Del Sur

Dear Ms. Balazo:

In accordance with the Bids and Awards Committee (BAC) Resolution to Award No. 053, s. 2024, as approved by the Head of the Procuring Entity (HOPE), we are pleased to confirm your award for **“Project No. 24-02-022: Procurement Of Meals, Snacks And Lease Of Real Property And Venue For The Conduct Of School-Based Training Of Teachers (SBTT) On The Matatag Curriculum (Kindergarten, Grades 1, 4, And 7 Teachers And School Leaders)”** at Digos City, with the contract price of **One Million Seven Hundred Thirty-One Thousand Pesos (PhP 1,731,000.00).**

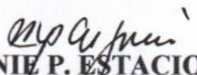
Kindly affix your signature on the space provided below to indicate your formal acceptance of this award.

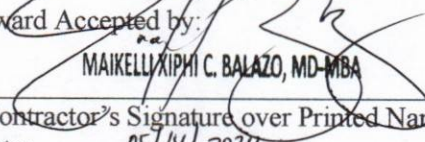
For purposes of entering into contract with DepED, Division of Digos City, you are advised to submit within ten (10) days from receipt hereof the following:

- a. Contract signed by you and your instrumental witness.

Failure to comply with the foregoing requirements within the prescribed time will be ground for cancellation of your Award.

Very truly yours,

  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Office of the Schools Division Superintendent  
Head of Procuring Entity

Award Accepted by:  
  
**MAIKELLI XIPHI C. BALAZO, MD-MBA**  
(Contractor's Signature over Printed Name)  
Date: 05/14/2024





Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**Bids and Awards Committee**

**RESOLUTION NO. 053, s. 2024**

**A RESOLUTION DECLARING THE LOWEST CALCULATED AND RESPONSIVE BID AND RECOMMENDING TO THE SCHOOLS DIVISION SUPERINTENDENT THE APPROVAL TO AWARD THE CONTRACT FOR PROJECT NO. 24-02-022: PROCUREMENT OF MEALS, SNACKS AND LEASE OF REAL PROPERTY AND VENUE FOR THE CONDUCT OF SCHOOL-BASED TRAINING OF TEACHERS (SBTT) ON THE MATATAG CURRICULUM (KINDERGARTEN, GRADES 1, 4, AND 7 TEACHERS AND SCHOOL LEADERS) TO HOTEL DE CRISBELLE**

**WHEREAS**, Republic Act No. 9184 provides for the modernization, standardization and regulation of the procurement activities of the Government;

**WHEREAS**, for "*Project No. 24-02-022: Procurement Of Meals, Snacks And Lease Of Real Property And Venue For The Conduct Of School-Based Training Of Teachers (SBTT) On The Matatag Curriculum (Kindergarten, Grades 1, 4, And 7 Teachers And School Leaders)*" through the Bids and Awards Committee (BAC), proceeded with Procurement observing the procurement procedures as provided for in R.A. 9184;

**WHEREAS**, on April 5, 2024 at 9:40AM, the Opening of Bids for Project No. 24-02-022, which was participated by RRJJ Quinto Builders Corp., was done;

**WHEREAS**, the first envelope opened was from Hotel de Crisbelle was declared complying with the Eligibility and Technical Requirements based on the documents submitted and quoted the amount of One Million Seven Hundred Thirty-One Thousand Pesos (PhP 1,731,000.00);

**WHEREAS**, on April 5, 2024, the Technical Working Group (TWG) conducted the Detailed Bid Evaluation of the submitted bid documents where Hotel de Crisbelle was considered as the lowest calculated bidder as read the offering amount of One Million Seven Hundred Thirty-One Thousand Pesos (PhP 1,731,000.00).

**WHEREAS**, on April 8, 2024, the Technical Working Group (TWG) conducted Post Qualification of the lowest calculated bidder, and after their thorough evaluation on the documents, and visit at the property, Hotel de Crisbelle was declared responsive;

**WHEREAS**, during the BAC meeting held on April 17, 2024, taking into consideration the report of the Technical Working Group, and on motion of BAC Member Mrs. Ida I. Juezan, which was seconded by BAC Provisional Member Mr. Neil D. Bongcayao, **Hotel de Crisbelle** was declared as the Lowest Calculated Responsive Bidder as read for "*Project No. 24-02-022: Procurement Of Meals, Snacks And Lease Of Real Property And Venue For The Conduct Of School-Based Training Of Teachers (SBTT) On The Matatag Curriculum (Kindergarten, Grades 1, 4, And 7 Teachers And School Leaders)*";





Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DIGOS CITY**


**Bids and Awards Committee**

NOW, THEREFORE, WE, the Members of the Bids and Awards Committee, hereby RESOLVE, as it is hereby **RESOLVED**,

- a.) To declare **Hotel de Crisbelle** as a bidder with the Lowest Calculated and Responsive Bid for “*Project No. 24-02-022: Procurement Of Meals, Snacks And Lease Of Real Property And Venue For The Conduct Of School-Based Training Of Teachers (SBTT) On The Matatag Curriculum (Kindergarten, Grades 1, 4, And 7 Teachers And School Leaders)*”; and
- b.) To recommend the **award of the contract** to the Schools Division Superintendent of DepEd – Schools Division of Digos City.


RESOLVED at DepEd Digos City Division, Corner Roxas and Lopez Jaena Sts., Digos City, this 17<sup>th</sup> day of April 2024.

We hereby certify to the correctness of the above Resolution.

  
**CHERRIE ANNE B. BOHOL**  
Provisional Member

  
**IDA L. JUEZAN**  
Member

  
**CHERRY ROSSETTE E. OLIVA**  
Member

  
**NEIL D. BONGCAYAO**  
Provisional Member

  
**JESSICA G. LUCERO**  
Member

  
**CLARENCE S. PILLERIN**  
Vice-Chairperson

  
**MARIA GENEVIEVE T. FRANCISQUETE**  
Chairperson

