



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

**NOTICE TO PROCEED**

December 13, 2024

The Manager  
**Parque España Residence Hotel**  
5309 East Asia Drive,  
Filinvest Corporate City,  
Alabang, Muntinlupa City


Dear Sir/Madam:

Since the Contract was already signed, this Notice to Proceed is hereby given to **Parque España Residence Hotel** so that work may commence on the procurement of **Provision of Meals and Venue for the Conduct of the Mid-Evaluation and Monitoring of MATATAG Implementation: Enhancing Classroom Practices Through Technical Assistance for Head Teachers and Master Teachers (Live - Out) on December 16 - 18, 2024.**

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

Please acknowledge the receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to SDO-Muntinlupa City.

Very truly yours,

  
**VIOLETA M. GONZALES**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

I acknowledge the receipt of this Notice on: DECEMBER 13, 2024

Name of the Representative of the Bidder: CHRISTINE B. FARIAS

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

D-01358 12/20/24



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
sdo.muntinlupa@gmail.com  
depd-muntinlupa.com

**Contract Agreement Form for the Procurement of Lease of Venue**  
*[Not required to be submitted with the Bid,  
but it shall be submitted within ten (10) days after receiving the Notice of Award]*

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**CONTRACT AGREEMENT**  
**No. 2024-12-06**

THIS AGREEMENT made this 12<sup>th</sup> day of December 2024 between ***SDO Muntinlupa City, Student Center for Life Skills (SCLS), Centennial Avenue, Laguerta, Tunasan, Muntinlupa City, Philippines***, hereinafter called "the Entity" of the one part and ***Parque España Residence Hotel, 5309 East Asia Drive, Filinvest Corporate City, Alabang, Muntinlupa City, Philippines***, hereinafter called "the Supplier" of the other part.

WHEREAS the Entity invited quotation for certain goods and ancillary services, particularly ***Provision of Meals and Venue for the Conduct of the Mid-Evaluation and Monitoring of MATATAG Implementation: Enhancing Classroom Practices Through Technical Assistance for Head Teachers and Master Teachers (Live - Out)*** and has accepted a Bid by the Supplier for the Lease of Venue in the sum of ***One Hundred Fifty One Thousand Two Hundred Pesos (P 151,200.00)*** 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 (RFQ).
  
  - ii. Winning bidder's quote, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted.

RFQ, 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. Notice of Award of Contract; and the Bidder's conforme thereto; and
- iv. 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 Hundred Fifty One Thousand Two Hundred Pesos (P 151,200.00)** or such other sums as may be ascertained, **Parque España Residence Hotel**, agrees to the **Provision of Meals and Venue for the Conduct of the Mid-Evaluation and Monitoring of MATATAG Implementation: Enhancing Classroom Practices Through Technical Assistance for Head Teachers and Master Teachers (Live - Out)** in accordance with his/her/its Bid.

4. The **SDO-MUNTINLUPA CITY** 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.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

for

**Schools Division Office – Muntinlupa City**

  
**MONIQUE GUINTO**

Authorized Representative

for

**Parque España Residence Hotel**

**ACKNOWLEDGEMENT**

**REPUBLIC OF THE PHILIPPINES**

MUNTINLUPA CITY

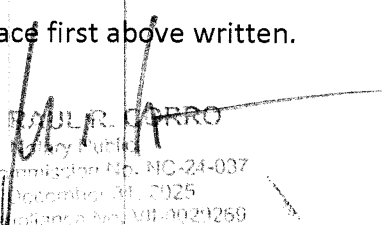
BEFORE ME, a Notary Public for and in the City of MUNTINLUPA CITY, this day of DEC 12 2024 personally appeared the following

  
**VIOLETA M. GONZALES**


  
**MONIQUE GUINTO**

WITNESS MY HAND AND SEAL on the date and the place first above written.

Doc No. 176  
Page No. 37  
Book No. DCIX  
Series of 2024

  
**ATTY. PAUL R. DARRO**  
Notary Public  
Notarial Commission No. NC-24-037  
Valid December 31, 2025  
MCLE Certificate No. MC-0029269  
IBP Roll No. 30518/PLM Chapter  
PTR No. MCF 1002176 Volume 1, 2024 Muntinlupa City  
2<sup>nd</sup> Flr. Peoples Center Building, Muntinlupa City Hall  
City Government of Muntinlupa

Certificate of Availability of Funds:

  
**Ms. KARINA E. MEDINA**  
Accountant III



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

**NOTICE OF AWARD**


December 11, 2024

The Manager  
**Parque España Residence Hotel**  
East Asia Drive, Filinvest Corporate City,  
Alabang, Muntinlupa City

Dear Sir/Madam:

We are happy to notify you that the **Provision of Meals and Venue for the Conduct of the Mid-Evaluation and Monitoring of MATATAG Implementation: Enhancing Classroom Practices Through Technical Assistance for Head Teachers and Master Teachers (Live - Out)** is hereby awarded to you as the Bidder with Lowest Calculated and Responsive Bid at Contract Price equivalent to **One Hundred Fifty One Thousand Two Hundred Pesos (P 151,200.00)**.

Very truly yours,

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-In-Charge

Office of the Schools Division Superintendent

CONFORME:

  
**CHRISTINE B. FAJARDO**

Date: DECEMBER 11, 2024



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**BIDS AND AWARDS COMMITTEE (BAC)**

**RESOLUTION TO AWARD**

**WHEREAS**, SDO-Muntinlupa procured the *Provision of Meals and Venue for the Conduct of the Mid-Evaluation and Monitoring of MATATAG Implementation: Enhancing Classroom Practices Through Technical Assistance for Head Teachers and Master Teachers (Live - Out)* with an Approved Budget for Contract (ABC) of *One Hundred Fifty One Thousand Two Hundred Pesos (P 151,200.00)*;

**WHEREAS**, the BAC resolved that the procurement mode appropriate for the ABC threshold is Negotiated Procurement - Lease of Property or Venue, and recommended the same to the HOPE;


**WHEREAS**, on December 06, 2024, the BAC Secretariat prepared the Request for Quotation (RFQ) and was able to send to three known providers;


**WHEREAS**, on December 10, 2024, one (1) quotation was received, and the lowest bidder was found to be compliant with the specifications of the project;

**WHEREFORE**, all premises considered, the Bids and Awards Committee resolves, as it is hereby Resolved, to recommend the award of contract to *Parque España Residence Hotel* in the amount of *One Hundred Fifty One Thousand Two Hundred Pesos (P 151,200.00)* through Negotiated Procurement – Lease of Property or Venue.

DONE in the City of Muntinlupa, this 11<sup>th</sup> day of December, 2024.

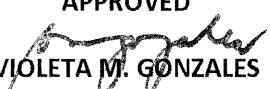
  
ZOREN PEPITO L. GUBALANE DPA  
BAC Member

**BIDS AND AWARDS COMMITTEE**  
  
EVANGELINE M. AMAN Ph.D.  
BAC Member

  
MARISSA M. ANDANZA Ph.D.  
Alternate BAC Member

  
MA. MYRA E. NAMIT Ed.D.  
BAC Vice Chairperson

  
MA. REGALE A. OLARTE  
BAC Chairperson

**APPROVED**  
  
VIOLETA M. GONZALES  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent