

**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. 2024-04-02**

THIS AGREEMENT made the 24<sup>th</sup> day of April 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 **HACIENDA MACALAUAN, INC., Brgy. Mabacan, Calauan, Laguna, Philippines**, hereinafter called "the Supplier" of the other part;

WHEREAS, the Entity invited quotation for certain goods and ancillary services, particularly **PROCUREMENT OF MILK FOR THE SCHOOL-BASED FEEDING PROGRAM SY 2023-2024** and has accepted a Bid by the Supplier for the Lease of Venue in the sum of **THREE MILLION SEVEN HUNDRED FORTY-SEVEN THOUSAND SIX HUNDRED TWELVE PESOS (PHP3,747,612.00)** 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**

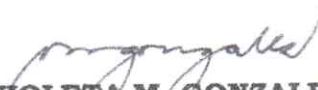
information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of **THREE MILLION SEVEN HUNDRED FORTY-SEVEN THOUSAND SIX HUNDRED TWELVE PESOS (PHP3,747,612.00)** or such other sums as may be ascertained, **HACIENDA MACALAUAN, INC.** agrees to the **PROCUREMENT OF MILK FOR THE SCHOOL-BASED FEEDING PROGRAM SY 2023-2024** 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.

For: **EVANGELINE P. LADINES, CESO V**  
Schools Division Superintendent

  
**MARGIE C. MARASIGAN**  
Sales Assistant Manager

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

for:

**SDO-MUNTINLUPA CITY**

for:

**HACIENDA MACALAUAN, INC.**

**Acknowledgment**

**REPUBLIC OF THE PHILIPPINES**  
**CITY OF SANTA ROSA LAGUNA**

BECORE ME, a Notary Public for and in the City of CITY OF SANTA ROSA LAGUNA, this day of APR 25 2024 personally appeared the following

**VIOLETA M. GONZALES CESO VI**  
PRC ID No. 0074260

**MARGIE C. MARASIGAN**

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

Doc No. 463  
Page No. 93  
Book No. 28  
Series of 2024

**ATTY. FERNANDO M. DIAZ**  
**NOTARY PUBLIC**  
ANC No. 0067-SRCL  
Until Dec. 31, 2024

IBP No. 330621 (12-18-23)  
Certificate of Availability (01-02-24) SRL  
MCLE Comp VII-0014014 (03-30-22)  
ROR 10008099  
**KARINA E. MEDINA, CPA**  
Accountant III





**PURCHASE ORDER**  
Department of Education  
National Capital Region  
DepEd - Muntinlupa City

Appendix 61

Supplier: **HACIENDA MACALUAN, INC.**  
Address: Brgy. Mabacan, Caluan, Laguna

P.O. No. **PO-RFQ-2024-04-0002**  
Date: **04/24/24**  
Mode of Procurement: **PUBLIC BIDDING**

Gentlemen:

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

Place of Delivery: **MUNTINLUPA ES, PUTATAN ES, ALABANG ES AND SUCAT ES MAIN**  
Date of Delivery: **May 6, 13, 20 & 27, 2024**

Delivery Term: **Delivered At Place**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount												
	Bottle/ gabletop	Pasteurized Fresh Milk, 1 Liter 1 liter/week (per beneficiary) for 8 weeks	41,296	P 84.00	P 3,468,864.00												
		<b>Technical Specifications:</b> <b>Type of Food:</b> Pasteurized Milk <b>Serving Size:</b> 1000 ml <b>Flavor:</b> Plain Milk <b>Quality:</b> Milk should be received in good condition, not expired, no signs of spoilage, not curdled, not slimy and no sour smell. It should be delivered frozen or with ice. <b>Packaging:</b> <ul style="list-style-type: none"><li>Individually packed in food-grade polyethylene pouches or High-Density Polyethylene (HDPE) and Polyethylene Terephthalate (PET) bottles.</li><li>Should indicate the Batch and Lot numbers</li><li>The packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date.</li></ul> If possible, there must be an imprinted sign per pack which indicates "NOT FOR SALE". <b>Expiration:</b> The expiration date should be a week (7 days) from the date of delivery. <b>Nutritional Content:</b> <table><tr><th>Particulars</th><th>Minimum Amount Per Serving</th></tr><tr><td>Energy</td><td>600 - 900 kcal</td></tr><tr><td>Protein</td><td>35 - 50 g</td></tr><tr><td>Fat</td><td>15 - 35 g</td></tr><tr><td>Carbohydrates</td><td>60 - 150 g</td></tr><tr><td>Calcium</td><td>1,100 - 2400 mg</td></tr></table> *Energy, Protein, Carbohydrates and Fats must be expressed in or rounded off to whole numbers, but not in any way lower than the minimum amount as stated above. *Provide samples for sensory evaluation and acceptability test. <b>Delivery Schedule:</b> Every Monday, 7:00 am <b>Drop off Points:</b> District 1: 2 Schools (Muntinlupa ES & Putatan ES) District 2: 2 Schools (Alabang ES & Sucat ES)	Particulars	Minimum Amount Per Serving	Energy	600 - 900 kcal	Protein	35 - 50 g	Fat	15 - 35 g	Carbohydrates	60 - 150 g	Calcium	1,100 - 2400 mg			
Particulars	Minimum Amount Per Serving																
Energy	600 - 900 kcal																
Protein	35 - 50 g																
Fat	15 - 35 g																
Carbohydrates	60 - 150 g																
Calcium	1,100 - 2400 mg																

(Total Amount in Words)

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:

Very truly yours,

Signature over Printed Name of Supplier

Date

for:

**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

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

Fund Cluster :

Funds Available :

ORS/BURS No. :

Date of the ORS/BURS :

Amount :

Signature over Printed Name of Chief Accountant/  
Head of Accounting Division/Unit





**PURCHASE ORDER**  
Department of Education  
National Capital Region  
DepEd - Muntinlupa City

Appendix 61

Supplier: **HACIENDA MACALAJAN, INC.**  
Address: **Bigay Mabacan, Calauan, Laguna**

P.O. No.: **PO-RFQ-2024-04-0002**  
Date: **04/24/24**  
Mode of Procurement: **PUBLIC BIDDING**

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

Place of Delivery: **MUNTINLUPA ES, PUTATAN ES, ALABANG ES AND SUCAT ES MAIN**  
Date of Delivery: **May 6, 13, 20 & 27, 2024**

Delivery Term: **Delivered At Place**

Stock/ Inventory No.	Unit	Description	Quantity	Unit Cost	Amount
	Pouch	Pasteurized Fresh Milk, 200 ml	15,486	18.00	278,748.00
		1 pouch of 200 ml/day (per beneficiary) for 3 days			
		<b>Technical Specifications:</b>			
		Type of Food: Pasteurized Milk			
		Serving Size: 200 ml			
		Flavor: Plain Milk			
		Quality: Milk should be received in good condition, not expired, no signs of spoilage, not curdled, not slimy and no sour smell. It should be delivered frozen or with ice.			
		<b>Packaging:</b>			
		- Individually packed in food-grade polyethylene pouches or High-Density Polyethylene (HDPE) and Polyethylene Terephthalate (PET) bottles.			
		- Should indicate the Batch and Lot numbers			
		- The packaging must clearly and readably indicate the Manufacturing Date and the Expiration Date.			
		If possible, there must be an imprinted sign per pack which indicates "NOT FOR SALE".			
		<b>Expiration:</b>			
		The expiration date should be a week (7 days) from the date of delivery.			
		<b>Nutritional Content:</b>			
		<b>Particulars</b>	<b>Minimum Amount Per Serving</b>		
		Energy	120-180 kcal		
		Protein	7-10 g		
		Fat	5-7 g		
		Carbohydrates	12-30 g		
		Calcium	220-480 mg		
		*Energy, Protein, Carbohydrates and Fats must be expressed in or rounded off to whole numbers, but not in any way lower than the minimum amount as stated above.			
		*Provide samples for sensory evaluation and acceptability test.			
		<b>Delivery Schedule:</b>			
		Every Monday, 7:00 am			
		<b>Drop off Points:</b>			
		District 1: 2 Schools (Muntinlupa ES & Putatan ES)			
		District 2: 2 Schools (Alabang ES & Sucat ES)			
		Pasteurized Fresh Milk, 1 Liter	41,296	84.00	3,468,864.00
		Pasteurized Fresh Milk, 200 ml	15,486	18.00	278,748.00
		<b>GRAND TOTAL</b>			<b>3,747,612.00</b>

(Total Amount in Words) **THREE MILLION SEVEN HUNDRED FORTY SEVEN THOUSAND SIX HUNDRED TWELVE PESOS**

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:

*EVER SANTIAGO*  
Signature over Printed Name of Supplier  
Date: **4/24/24**

Very truly yours,

for:  
**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

by: *[Signature]*  
**VIOLETA M. MONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Fund Cluster: \_\_\_\_\_

Funds Available: \_\_\_\_\_

*[Signature]*  
Signature over Printed Name of Chief Accountant/  
Head of Accounting Division/Unit

ORS/BURS No.: \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

Amount: \_\_\_\_\_