

# 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. 2025-06-002

THIS AGREEMENT made this 27<sup>th</sup> day of June 2025 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 ***Nagcarlan Forest Resort, Silangan Napaptid, Nagcarlan, Laguna, Philippines***, hereinafter called "the Supplier" of the other part.

WHEREAS the Entity invited quotation for certain goods and ancillary services, particularly ***Board and Lodging for the Conduct of Words That Work: An Inclusive Gender Fair Language Workshop for SDO Muntinlupa*** and has accepted a Bid by the Supplier for the Lease of Venue in the sum of ***Three Hundred Twenty Thousand Pesos (P 320,000.00)*** 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. 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 **Three Hundred Twenty Thousand Pesos (P 320,000.00)** or such other sums as may be ascertained, **Nagcarlan Forest Resort**, agrees to the **Board and Lodging for the Conduct of Words That Work: An Inclusive Gender Fair Language Workshop for SDO Muntinlupa** 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**

  
**MARIA CRISTINA U. SALONGA**  
Authorized Representative

for

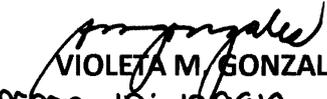
**Nagcarlan Forest Resort**

**ACKNOWLEDGEMENT**

**REPUBLIC OF THE PHILIPPINES**

NAGCARLAN, LAGUNA)

BEFORE ME, a Notary Public for and in the City of NAGCARLAN, LAGUNA, this day of 02 JUL 2025 personally appeared the following

  
**VIOLETA M. GONZALES**  
DEPED ID: 128610

  
**MARIA CRISTINA U. SALONGA**  
NOT. ID: 8415-3902-8406-9147

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

Doc No. 112  
Page No. 24  
Book No. IV  
Series of 2025.

  
**ATTY. FITZ LEXINE V. AYALA**  
Notary Public San Pablo City, Laguna  
Roll No. 77412  
Commission No. NP 06 (Expired 31 December 2025)  
PTR No. 3549024 / 1-2-25 / Laguna  
IBP No. 494954 / 1-2-25 / Laguna  
MCLE Compliance: VIII-0009188  
Valid until April 14, 2028  
Office Address: 3F Alidas Bldg., # 5 Doria St.  
Poblacion 2, Nagcarlan, Laguna

Certificate of Availability of Funds:

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