



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

January 26, 2024

MS. LEONOR V. MODINA

President

VICARISH PUBLICATION AND TRADING, INC.

1946-A, F. Torres St., corner Diamante Extension, Sta. Ana, Manila

NOTICE OF AWARD

Dear Ms. Modina:


We are pleased to inform you that the Contract for the SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR THE FIRST QUARTER OF CY 2024 of DepEd NCR is hereby awarded to you as the Bidder with the Lowest Calculated and Responsive Bid at a total contract amount of **One Million Six Hundred Fifty-Nine Thousand Sixty-Nine Pesos & Thirty-Five Centavos (Php1,659,069.35)**.

You are therefore required, from receipt of this Notice of Award, to formally enter into contract with us, and submit the Performance Security within ten (10) days from receipt hereof. Failure to enter into contract or provide Performance Security shall constitute a sufficient ground for cancellation of this award and forfeiture of your Bid Security.

Very truly yours,


JOCELYN DR. ANDAYA
Director IV

CONFORME:

Name & Signature:  **LEONOR V. MODINA**
Date: 01-26-2024





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

January 29, 2024

MS. LEONOR V. MODINA

President

VICARISH PUBLICATION AND TRADING, INC.

1946-A, F. Torres St., corner Diamante Extension, Sta. Ana, Manila

NOTICE TO PROCEED

Dear Ms. Modina:

With the executed Contract on the SSUPPLY & DELIVERY OF OFFICE SUPPLIES FOR THE FIRST QUARTER OF CY 2024 of DepEd NCR of DepEd NCR, you are advised to proceed upon receipt of this Notice, in accordance with the terms and conditions thereof.

Very truly yours,

JOCELYN DR. ANDAYA

Director IV

CONFORME:

Name & Signature: LEONOR V. MODINA

Date: 01-31-2024





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Contract No. PB ASD 2024-02

CONTRACT
SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR THE FIRST QUARTER OF
CY 2024 OF DEPED NCR

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Service is entered into by and between:

Department of Education - National Capital Region, with office address at Misamis St., Bago Bantay, Quezon City herein represented by **JOCELYN DR. ANDAYA**, Director IV, and hereinafter referred to as the **PROCURING ENTITY**,

-and-

VICARISH PUBLICATION AND TRADING, INC. a private entity with office address at 1946-A, F. Torres St., corner Diamante Extension, Sta. Ana, Manila represented by **LEONOR V. MODINA**, President and hereinafter referred to as the **SUPPLIER**,

collectively, the "**Parties**".

WITNESSETH:

WHEREAS, the **PROCURING ENTITY** intends to procure Office Supplies for the First Quarter of CY 2024 of DepEd NCR with an ABC of Php1,749,838.21;

WHEREAS, the source of funds shall be taken from the CY 2024 Regular Regional Office Proper (ROP) Funds;

WHEREAS, the public bidding was held on November 29, 2023 at 2:00 PM, Procurement Unit Office/Google Meet Platform;

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Address: Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

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WHEREAS, the **SUPPLIER** was declared the lowest calculated and responsive bidder, recommended for award of Contract per BAC Resolution No. 03, s. 2024 dated January 26, 2024 and issued a Notice of Award on the same date.

NOW, THEREFORE, in consideration of the foregoing premises and of the mutual covenants and undertaking set forth, the parties have agreed, as follows:

ARTICLE 1. OBLIGATION OF THE SERVICE PROVIDER. That, the **SUPPLIER** shall supply & deliver the attached list of Office Supplies within **thirty (30) days** period from the receipt of the Notice to Proceed (NTP).

ARTICLE 2 - CONTRACT PRICE. The contract price is **One Million Six Hundred Fifty-Nine Thousand Sixty-Nine Pesos and Thirty-Five Centavos (Php1,659,069.35)**. The **Procuring Entity** shall pay the full payment of the contract price after complete delivery of office supplies and upon submission of billing statement and other necessary documents, subject to the usual accounting and auditing rules and regulations;

ARTICLE 3 – LIQUIDATED DAMAGES. In case of delay in the performance of its obligation, the **SUPPLIER** shall be liable to pay the Procuring Entity liquidated damages at the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual complete delivery or performance pursuant to GPPB resolution No. 02-2020. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this Contract, the Procuring Entity shall rescind this Contract, without prejudice to other courses of action and remedies open to it.

ARTICLE 4. TAXES. Taxes shall be for the account of the **SUPPLIER** and deemed to have been included in the bid proposal. No request for revision of prices and claims by the **SUPPLIER** that such taxes or duties were not included in the bid price for any reason whatsoever shall be entertained.

ARTICLE 5. ADDITIONAL PROVISIONS. The **SUPPLIER** warrants that it has not given nor promised to give any money, gift or favor to any officials or employees of the PROCURING ENTITY to secure this CONTRACT and any violation of this warranty shall be sufficient ground for the revocation or cancellation of this CONTRACT.

5.1. Any litigation arising from this Contract shall be filed in the courts of Quezon City.

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IN WITNESS WHEREOF, both parties have hereunto set their hand this 26th day of January 2024 at Quezon City, Philippines.

By:

DEPARTMENT OF EDUCATION - NCR
 (PROCURING ENTITY)

**VICARISH PUBLICATION
 AND TRADING INC.**
 (SERVICE PROVIDER)

JOCELYN DR. ANDAYA
 Director IV

LEONOR V. MODINA
 President

Signed in the Presence of

CRISTITO A. ECO
 Assistant Regional Director

FELIX S. ACEVEDO

Service Provider Representative



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ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
Quezon City, Metro Manila) s.c.

BEFORE ME, a Notary Public for and in CITY OF MANILA this
_____, personally appeared the following:

JOCELYN DR. ANDAYA and LEONOR V. MODINA

known to me to be the same persons who executed the foregoing instrument consisting of four pages including this page, and acknowledged to me that the same is their free and voluntary act and deed.

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

DOC. NO. 877
PAGE NO. 176
BOOK NO. 2004
NOTARY SEAL

ATTY. PETER ANTHONY T. MALLARI
Notary Public until December 31, 2024
Notarial Commission # 2023-210
IBP # 317318, Roll# 77587 TIN: 133-031-552/
PTR# 152444 Mla. 1-3-2024
MCLE VIII# 0002695



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OFFICE SUPPLIES FOR THE FIRST QUARTER OF CY 2024 OF DEPED NCR

No.	Item/Technical Specifications	Unit	Quantity	Unit Cost	Total Cost
1	Clearbook A4 Size	box	57	29.90	1,704.30
2	Clearbook Legal Size	box	47	34.50	1,621.50
3	Signpen, 1.0 black (Branded)	pcs	300	60.95	18,285.00
4	Signpen, 1.0 blue (Branded)	pcs	292	60.95	17,797.40
5	Battery, Dry cell, Size AA (Branded)	pack	145	21.85	3,168.25
6	Battery, Dry cell, Size AAA (Branded)	pack	147	64.98	9,551.33
7	Airfreshener can, Aerosol type (Branded)	can	78	126.50	9,867.00
8	Ink for Stamp Pad	bottle	31	13.80	427.80
9	External Hard Drive 1TB	unit	37	3,680.00	136,160.00
10	Glue, All Purpose	jar	46	49.45	2,274.70
11	Staple wire HD (Binder Type) 23/13	box	22	172.50	3,795.00
12	Staple wire, Standard	box	85	56.93	4,838.63
13	Tape Masking 24mm roll	roll	79	34.50	2,725.50
14	Tape Masking 48mm roll	roll	68	69.00	4,692.00
15	Tape Packaging 48mm roll	roll	56	37.95	2,125.20
16	Tape Transparent 24mm roll	roll	123	13.80	1,697.40
17	Tape Transparent 48mm roll	roll	80	92.00	7,360.00
18	Ruler, Flexible, plastic 450mm	pc	68	5.75	391.00
19	Blade for general purpose cutter/ utility knife tube 18mm	tube	27	13.80	372.60
20	Calculator, compact, 14 digits unit	unit	27	920.00	24,840.00
21	Correction Tape 8m	pc	218	21.85	4,763.30
22	Cutter / Utility knife for general purpose	pc	38	13.80	524.40
23	Data File Box	pc	161	97.75	15,737.75
24	Data Folder	pcs	676	73.60	49,753.60
25	Dater Stamp	pcs	15	32.20	483.00
26	Envelope, Documentary A4 box	box	35	805.00	28,175.00
27	Envelope, Documentary, Legal box	box	35	1,023.50	35,822.50
28	Envelope, Expanding kraft	box	27	132.25	3,570.75
29	Fastener Metal non sharp edges	box	70	747.50	52,325.00
30	Folder with Tab A4 50pcs	pack	53	460.00	24,380.00
31	Folder with Tab Legal	pack	50	517.50	25,875.00
32	Folder press board A4 (100pcs /per box)	box	10	1,265.00	12,650.00
33	Magazine File box, large	pc	98	2,875.00	281,750.00
34	Marker, Flourescent set	pc	50	37.95	1,897.50
35	Marker, Permanent, Black bullet type	pc	110	34.50	3,795.00
36	Marker, Permanent, Blue bullet type	pc	100	34.50	3,450.00
37	Marker, Permanent, Red bullet type	pc	90	34.50	3,105.00
38	Marker, Whiteboard, Black bullet type	pc	75	52.90	3,967.50
39	Marker, Whiteboard, Blue bullet type	pc	61	52.90	3,226.90
40	Marker, Whiteboard, Red bullet type	pc	60	52.90	3,174.00
41	Ribbon Matrix LQ310	pcs	30	207.00	6,210.00
42	Paper clip, vinyl/ plastic coated 33mm	box	69	8.05	555.45
43	Paper clip, vinyl/ plastic coated, Jumbo 150mm	box	87	18.40	1,600.80
44	Pencil with eraser	box	50	98.90	4,945.00
45	Pencil, Sharpener	pc	41	3.45	141.45
46	Puncher, Heavy Duty	pc	38	161.00	6,118.00
47	Rubber Bond no.18	box	47	212.75	9,999.25

No.	Item/Technical Specifications	Unit	Quantity	Unit Cost	Total Cost
48	Stamp pad,	pc	21	32.20	676.20
49	Scissors, Symmetrical /asymmetrical	pair	78	27.60	2,152.80
50	Stapler, standard type with staple wire remover	pc	73	437.00	31,901.00
51	Staple, H.D (binder)	pc	9	1,380.00	12,420.00
52	Staple, Remover, metal type	pc	80	57.50	4,600.00
53	Tape Dispenser, Table top	pc	40	103.50	4,140.00
54	Computer continuous form 3 ply, 280mm x 241mm	box	34	1,725.00	58,650.00
55	Notepad, Stick-on 50mm x 76mm pad	pad	78	115.00	8,970.00
56	Notepad, Stick-on 76mm x 100mm pad	pad	85	115.00	9,775.00
57	Notepad, Stick-on 76mm x 76mm pad	pad	81	16.68	1,350.68
58	Paper, Multicopy, A4 80q sm	rm	501	238.05	119,263.05
59	Paper, Multicopy, Legal	rm	100	270.25	27,025.00
60	Record book, 300 pages book, 214mm x 278mm	book	103	77.05	7,936.15
61	Record book, 500 pages book, 214mm x 278mm	book	120	103.50	12,420.00
62	Ink, Cartridge Canon PG-810 black	cart	3	437.00	1,311.00
63	Ink, Cartridge, Epson Epson (T664)Black	cart	6	316.25	1,897.50
64	Ink, Cartridge, Epson (T664) Cyan	cart	6	339.25	2,035.50
65	Ink, Cartridge, Epson Epson (T664)Magenta	cart	6	339.25	2,035.50
66	Ink, Cartridge, Epson Epson (T664) Yellow	cart	6	339.25	2,035.50
67	Ink, Cartridge, HPCNC92AA (HP704) Black	cart	6	437.00	2,622.00
68	Ink, Cartridge, HPCNC92AA (HP704) Tri-color	cart	6	1,380.00	8,280.00
69	Ink, Cartridge, CZ107AA (HP678) Black	cart	2	580.75	1,161.50
70	Ink, Cartridge, CZ107AA (HP678) Tri-color	cart	6	580.75	3,484.50
71	Ink, Cartridge, HPF6V26AA (HP680) Tri-color	cart	12	580.75	6,969.00
72	Ink, Cartridge, HPF6V26AA (HP680) Black	cart	12	580.75	6,969.00
73	Toner Cartridge, HPCE285A (HP85A) Black	cart	7	437.00	3,059.00
74	Ballpen, Black (Branded)	pc	650	21.56	14,015.63
75	Laminating Film A4 (125 microns) 20pcs/ pack	pack	20	138.00	2,760.00
76	Laminating Film A4 (250 microns) 20pcs/ pack	pack	20	138.00	2,760.00
77	Sticker Paper A4	pack	67	44.85	3,004.95
78	Double side Tape	pc	77	23.00	1,771.00
79	Photo paper A4 10pcs/pack	pack	104	74.75	7,774.00
80	Glue Stick (for glue gun)	pack	12	3.45	41.40
81	Epson 003 Ink - Black	bottle	194	316.25	61,352.50
82	Epson 003 Ink - Cyan	bottle	171	339.25	58,011.75
83	Epson 003 Ink - Yellow	bottle	171	339.25	58,011.75
84	Epson 003 Ink - Magenta	bottle	153	339.25	51,905.25
85	GT52 Black	bottle	1	343.85	343.85
86	GT52 Cyan	bottle	1	343.85	343.85
87	GT52 Magenta	bottle	1	343.85	343.85
88	GT52 Yellow	bottle	1	343.85	343.85
89	HP 107A Black Laser Toner	pc	2	8,625.00	17,250.00
90	Waste Basket	pc	58	37.95	2,201.10
91	Rag, All cotton	bundle	14	115.00	1,610.00
92	Light-Emitting Diode (LED) Lightbulb 7 watts	pc	110	287.50	31,625.00
93	Light-Emitting Diode (LED) Lightbulb 18 watts	pc	272	345.00	93,840.00
94	Twine Plastic roll	roll	19	69.00	1,311.00
95	Toner Cartridge, Brother TN-2480 Black	cart	4	2,300.00	9,200.00
96	CTL 2000HK Black Toner	cart.	2	2,300.00	4,600.00
97	CTL 2000HC Cyan Toner	cart.	2	2,300.00	4,600.00

No.	Item/Technical Specifications	Unit	Quantity	Unit Cost	Total Cost
98	CTL 2000HY Yellow Toner	cart.	2	2,300.00	4,600.00
99	CTL 2000HM Magenta Toner	cart.	2	2,300.00	4,600.00
100	Insecticide 500ML (Branded)	can	30	977.50	29,325.00
101	Epson 001 Ink Black	bottle	4	552.00	2,208.00
102	Epson 001 Ink Cyan	bottle	4	373.75	1,495.00
103	Epson 001 Ink Magenta	bottle	4	373.75	1,495.00
104	Epson 001 Ink Yellow	bottle	4	373.75	1,495.00
Total					1,659,069.35