



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

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June 14, 2024

**MS. LEONORA A. ESPINAS**  
Proprietress  
NORA ESPINAS GARMENTS  
0486 Arana Street, Naga City, Bicol

**NOTICE OF AWARD**

Dear **Ms. Espinas**:

We are pleased to inform you that the Contract for the SUPPLY & DELIVERY OF SPORTS UNIFORM FOR THE PALARONG PAMBANSA 2024 - LOT 2 of DepEd NCR is hereby awarded to you as the Bidder with the Lowest Calculated and Responsive Bid in the total contract amount of **One Million Six Hundred Ten Thousand Four Hundred Thirty-Five Pesos and Fifty Centavos (Php1,610,435.50)**.

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: Leonora A. Espinas  
LEONORA A. ESPINAS

Date:

6-14-24



Address: 6 Misamis St., Bago Bantay, Quezon City 1105  
Email address: ncr@deped.gov.ph  
Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F-006	Rev	00
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June 14, 2024

**MS. LEONORA A. ESPINAS**  
Proprietress  
NORA ESPINAS GARMENTS  
0486 Arana Street, Naga City, Bicol

**NOTICE TO PROCEED**

Dear **Ms. Espinas**:

With the executed Contract on the SUPPLY & DELIVERY OF SPORTS UNIFORM FOR THE PALARONG PAMBANSA 2024 - LOT 2 of DepEd NCR, you are advised to proceed upon receipt of this Notice, in accordance with the terms and conditions thereof.

You are also advised to send details as to the bank's name, address & account number, TIN number and the date of incorporation/birthday. Then, upon receipt of payment, you shall submit the Official Receipt (OR) to the Cashier's Office within five (5) days.

Very truly yours,

**JOCELYN DR ANDAYA**  
Director IV

CONFORME: *Leonora A. Espinas*  
Name & Signature: LEONORA A. ESPINAS  
Date: 6-14-24



Address: 6 Misamis St., Bago Bantay, Quezon City 1105  
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Contract No. PB ESSD 2024-13B

**CONTRACT**  
SUPPLY & DELIVERY OF SPORTS UNIFORM FOR THE PALARONG PAMBANSA  
2024 - LOT 2

**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-

**NORA ESPINAS GARMENTS** a private entity with office address at Arana Street, Sta. Cruz, Naga City represented by **LEONOR A. ESPINAS**, Owner, and hereinafter referred to as the **SUPPLIER**,  
collectively, the **“Parties”**.

**W I T N E S S E T H:**

**WHEREAS**, the **PROCURING ENTITY** intends to procure Sports Uniform for the Palarong Pambansa 2024 with an ABC of Php2,260,000.00 for Lot 2;

**WHEREAS**, the source of funds shall be taken from the Sub-ARO OSEC-NCR-2024-0683;

**WHEREAS**, the public bidding was held on June 5, 2024 at 2:00 PM, Conference Room/Google Meet Platform;

**WHEREAS**, the **SUPPLIER** was declared the lowest calculated and responsive bidder, recommended for award of Contract per BAC Resolution No. 76, s. 2024 dated June 14, 2024 and issued a Notice of Award on the same date.



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**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 following sports uniform based on the approved specifications within **twenty (20) days** period from the receipt of the Notice to Proceed (NTP):

No.	Item Description	Quantity	Unit Cost (Php)	Total Cost (Php)
1	Blazer for Officials	54	1,228.00	66,312.00
2	Jacket Material: Single Face Yonex, Royal Blue with Yellow Gold Design	950	520.00	494,000.00
3	Jogging Pants Material: Single Face Addidas, Royal Blue with 2 Sides Pockets	850	425.00	361,250.00
4	Polo Shirt with Print (Parade Shirt) • Material: Full Sublimation • Fabric: Polydex (200GSM)	950	555.00	527,250.00
5	Cap Material: Bull Brass (Class A) DepEd NCR Logo at the Front, Color: Royal Blue	950	170.13	161,623.50
<b>TOTAL</b>				<b>1,610,435.50</b>

ARTICLE 2 - CONTRACT PRICE. The contract price is **One Million Six Hundred Ten Thousand Four Hundred Thirty-Five Pesos and Fifty Centavos (Php1,610,435.50)**. The **Procuring Entity** shall pay the full payment of the contract price after complete delivery of sports uniform 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.



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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.

**IN WITNESS WHEREOF**, both parties have hereunto set their hand this 14<sup>th</sup> day of June 2024 at Quezon City, Philippines.

By:

**DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION  
(PROCURING ENTITY)**

**NORA ESPINAS GARMENTS  
(SUPPLIER)** SC1B-24-029-0560

**JOCELYN DR ANDAYA**  
Director IV

*Leonor A. Espinas*  
**LEONOR A. ESPINAS**  
Owner

**Signed in the Presence of**

*Espinas*  
**CRISTITO A. ECO**  
Assistant Regional Director

*Norelyn A. Espinas*  
**Norelyn A. Espinas**  
Witness of the Supplier



Address: 6 Misamis St., Bago Bantay, Quezon City  
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**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
**NAGA CITY** ) s.c.

**BEFORE ME,** a Notary Public for and in **NAGA CITY** this  
**JUN 24 2024**, personally appeared the following:

**JOCELYN DR ANDAYA and LEONOR A. ESPINAS**

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. 90  
 PAGE NO. 19  
 BOOK NO. VIII  
 SERIES OF 7074

*[Signature]*  
 ATTY. CHARISSA TORRECAMPO-NOBLE  
 NOTARY PUBLIC  
 Comm. No. 22-56 / Until Dec. 31, 2024  
 Roll No. 68813  
 IBP No. 391216 / Cam. Sur Chapter  
 PTR No. 4857673, Jan. 3, 2024, Naga City  
 Office Add.: Crown Hotel Bldg. Elias Angeles St., Naga City  
 CP No. 09424879626/charissa\_nobs@yahoo.com

*Leonor Espinas*



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