



Contract for the Procurement of Supply of Toner/Ink with Free Use of Computer Printers for FY 2024

THIS CONTRACT made on the _____ day of _____ 2024 in _____, Philippines, by and between:

NATIONAL LABOR RELATIONS COMMISSION with office address at Ben-Lor I.T. Center, 1184, Quezon Avenue, Quezon City, herein represented by **HON. GRACE E. MANQUIZ-TAN**, Chairperson, NLRC, (hereinafter called "the Procuring Entity"),

-and-

NEED INK SALES & SERVICES with office address at G/F 146 Pasig Boulevard, Brgy. Pineda, Pasig City, herein represented by its Sales Executive, **MR. JOUIELITO D. TORPEZ**, (hereinafter called "the Supplier");

WHEREAS, the Procuring Entity invited Bids for the **Procurement of Supply Toner/Ink with Free Use of Computer Printers FY 2024** with an Approved Budget for the Contract (ABC) in the sum of **THREE MILLION SIX HUNDRED EIGHTY-SEVEN THOUSAND PESOS (Php3,687,000.00)** inclusive of twelve percent (12%) Value-Added Tax and other applicable Philippine government taxes;

WHEREAS, the Procuring Entity invited Bids, and has accepted a Bid by the Supplier for the **Procurement of Supply Toner/Ink with Free Use of Computer Printers FY 2024** in the sum of **THREE MILLION SIX HUNDRED EIGHTY-SEVEN THOUSAND PESOS ONLY (Php3,687,000.00)**.

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract, 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 Contract Agreement, viz.:
 - A) Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract;
 - iv. NLRC Bids and Awards Committee (BAC) Resolution No. **2023-12-08** and
 - v. Supplemental or Bid Bulletins, if any
 - B) Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;



GRACE E. MANQUIZ-TAN
Chairperson



JOUIELITO D. TORPEZ
Sales Executive

C) 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;

D) Performance Security;

E) Notice of Award of Contract; and the Bidder's *conforme* thereto; and

F) 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 SIX HUNDRED EIGHTY-SEVEN THOUSAND PESOS ONLY** (Php3,687,000.00) or such other sums as may be ascertained, the Supplier agrees to supply toner/ink with free use of computer printers.

4. The Procuring Entity agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.



GRACE E. MANQUIZ-TAN
CHAIRPERSON



JOUIELITO D. TORPEZ
SALES EXECUTIVE

for:

**NATIONAL LABOR RELATIONS
COMMISSION**

for:

NEED INK SALES & SERVICES



HAROLD M. CARBO
Chief Administrative Officer

Signed in the presence of:

ACKNOWLEDGMENT

Republic of the Philippines)
PASIG CITY S.S.

BEFORE ME, a Notary Public for and in PASIG CITY this 06 FEB 2024 day of 2024, personally appeared:

NAME	GOV'T. ISSUED ID	ISSUED BY
GRACE E. MANQUIZ-TAN		
JOUIELITO D. TORPEZ		

all known to me and to me known to be the same persons who executed the foregoing instrument consisting of three (3) pages including this page, together with the documents deemed construed part of the contract agreement on which this acknowledgment is written, duly signed by their instrumental witnesses, and they acknowledged to me that the same is their own free and voluntary act and deed as well as that entities which they represent.

WITNESS MY HAND on the date and place first herein above stated.

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Series of 2024.

ATTY. NEIL TANGIT ALBOPERA
NOTARY PUBLIC
Until December 31, 2025
Pasig City and in the Municipality of Pateros, Metro Manila
PTR No. 1357680 / Pasig City/01 -02-2024
IBP No. 625487; 12/06 /2023 (MD for 2024)
Admitted to the Philippine Bar on 04/12/2022
Roll of Attorney No. 76228
TIN No. 242 -007-260-000
G/F Pasig City Hall, Brgy. San Nicolas, Pasig City
Appointment No. 58 (2024-2025)
Cellphone No. 0977 -634-4229