



## CONTRACT

THIS CONTRACT, made this 27 MAY of 2025, 2025 by and between the **NATIONAL LABOR RELATIONS COMMISSION**, with office address at Ben-Lor I.T. Center, 1184 Quezon Avenue, Brgy. Paligsahan, Quezon City, represented by **CHAIRPERSON GRACE E. MANQUIZ-TAN**, hereinafter called the "**PROCURING ENTITY**" and **NEED INK SALES & SERVICES** with office address at G/F #146 Pasig Blvd., Brgy. Pineda, Pasig City 1603 Metro Manila, represented by its Sales Executive, **MR. JOUIELITO D. TORPEZ**, hereinafter called the "**SUPPLIER**".

**WHEREAS**, the Procuring Entity invited Bids for the project, "**Procurement of Supply of Toner/Ink with Free Use of Computer Printers for FY 2025**" with an Approved Budget for the Contract (ABC) of **Four Million Five Hundred Thousand Pesos (P4,500,000.00)** and the Procuring Entity has accepted a Bid for **Four Million Five Hundred Thousand Pesos (P4,500,000.00)** hereinafter called the "**Contract Price**".

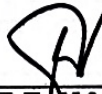
### NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

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;
    - iv. National Labor Relations Commission Bids and Awards Committee (BAC) Resolution No. 2025-03-06;
  - ii. Winning bidder's bid, including Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;
  - iii. Performance Security;
  - iv. Notice of Award of Contract, and the Bidder's conforme thereto;
  - v. Purchase Order; and
  - vi. 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 Government Procurement Policy Board (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 **Four Million Five Hundred Thousand Pesos (P4,500,000.00)** or such other sums as may be ascertained, the **SUPPLIER**

agrees to cause the delivery of the "Procurement of Supply of Toner/Ink with Free Use of Computer Printers for FY 2025" in accordance with its Bid.

4. The **PROCURING ENTITY** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.
5. The parties are required to maintain the confidentiality of information which shall pertain to those which: (i) are by its nature confidential; (ii) are designated by the parties as such; and (iii) they know or ought reasonably to know are confidential. Disclosure of any confidential information may only be made upon consent of the party to whom the confidential information belongs to or pertain to.

**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

For: National Labor Relations Commission



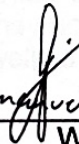
\_\_\_\_\_  
**JOUIELITO D. TORPEZ**  
Sales Executive

For: Need Ink Sales & Services

Signed in the presence of:



\_\_\_\_\_  
FHERWIN JOYNE FIODELINO  
Witness



\_\_\_\_\_  
John Emmanuel B. Ignacio  
Witness

## ACKNOWLEDGMENT

Republic of the Philippines )  
CALOOCCAN CITY ) S.S.

BEFORE ME, the undersigned Notary Public in and for CALOOCCAN CITY, Philippines, this 27 MAY 2025, 2025, personally appeared:

NAME	COMPETENT GOVERNMENT IDENTIFICATION CARD	DATE AND PLACE ISSUED
<b>GRACE E. MANQUIZ-TAN</b> In her capacity as Chairperson of the National Labor Relations Commission	NATIONAL LABOR RELATIONS COMMISSION ID  ID NO: 013	QUEZON CITY
<b>JOUIELITO D. TORPEZ</b> In his capacity as Sales Executive of Need Ink Sales & Services	DRIVER'S LICENSE  ID NO: N25-11-003505	CALOOCCAN CITY

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 on which this acknowledgment is written, duly signed by their instrumental witnesses, and they acknowledged to me that the same is their own and free voluntary act and deed as well as that entities which they represent.

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

Doc No. 175 ;  
 Page No. 36 ;  
 Book No. 109 ;  
 Series of 2025.

**ATTY. SEVERINA S. AGUILAR-ACUÑA**  
 Notary Public  
 for and within the Jurisdiction of Caloocan City Metro Manila  
 Notarial Commission No. C-532 until Dec. 31, 2026  
 PTR No. 2421928 / January 15, 2025 / Caloocan City, MM  
 Attorney's Roll No. 30232  
 Lifetime IBP No. 776295 / January 27, 2009 / CALMANA CHAPTER  
 MCLE Compliance No. VIII-0022861 Valid until April 14, 2028 / Pasig City  
 No. 15 Zone Brgy. 172, Zamora Compound, Gate 1, Camarin, Caloocan City