

CONTRACT AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

THIS AGREEMENT, made and executed this JUN 11 2025, by and between:

The **ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY (ISAT U) - MIAGAO CAMPUS**, a public institution of higher learning, organized and existing under Republic Act No. 10595, with office address at Brgy. Igtuba, Miagao, Iloilo, Philippines, represented herein by its Campus Administrator, **DR. RAMON N. EMMANUEL, JR.**, (hereinafter referred to as the “**ISAT U**”)

and

NEW ILOILO IZEEM COMMERCIAL SUMMIT INC., with office address at Mabini St., Iloilo City, Philippines, herein represented by its Authorized Representative, **MS. MARY GLOW DIDELES**, (hereinafter referred to as the “**SUPPLIER**”);

WHEREAS, ISAT U has programmed the **PROCUREMENT OF OFFICE SUPPLIES (FUND 164)** with Project Reference No.: ISAT U MC-GOODS-2025-03-10;

WHEREAS, ISAT U, through its Bids and Awards Committee (BAC), posted the Invitation to Bid on the ISAT U and PhilGEPS websites, as well as on the BAC ISAT U Bulletin Board, continuously for at least seven (7) days, starting March 20, 2025 to April 7, 2025 as provided under Section 54.2.4 of the Republic Act No. 9184 or otherwise known as the Government Procurement Reform Act and its 2016 Revised Implementing Rules and Regulations (RA 9184 and its 2016 RIRR), with Approved Budget for the Contract (ABC) of **SEVEN HUNDRED TWENTY FIVE THOUSAND THREE HUNDRED TWO PESOS AND THIRTY CENTAVOS ONLY (Php 725,302.30)**, inclusive of applicable taxes, as indicated in Purchase Request No. PB-2025-010.

WHEREAS, on May 28, 2025, the Campus Administrator signed the Notice of Award;

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the parties agrees as follows:

ARTICLE I

(Included in the Agreement)

By RA 9184 and its 2016 Revised Implementing Rules and Regulations, the following documents shall form part of this Agreement:


- a. *Bidding Documents*
- b. *Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents/statements submitted;*
- c. *Performance Security;*
- d. *Notice of Award of Contract;*
- e. *Other contract documents that may be required by existing laws and/or the Procuring Entity Concerned in the Bidding Documents, such as the construction schedule and A-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the Department of Labor and Employment, and PERT/CPM or other acceptable tools of project scheduling for infrastructure projects; and*
- f. *RA 9184 and its 2016 RIRR, as amended*

ARTICLE II
(Technical Specifications)

Item No.	Description	Brand	Qty/ Unit	Unit Cost	Total
1.	Ballpen, black, 0.5 mm, 12pcs/box	Flexstick	15 bxs	60.00	900.00
2.	Ballpen, blue, 0.5 mm, 12pcs/box	Flexstick	6 bxs	60.00	360.00
3.	Ballpen, red, 0.5 mm, 12pcs/box	Flexstick	2 bxs	60.00	120.00
4.	Battery, 9 V, Dry cell, alkaline	Energizer	3 pcs	220.00	660.00
5.	Battery, AA, 2pcs/pack, drycell, alkaline	Energizer	25 pcks	90.00	2,250.00
6.	Battery, AAA, 2pcs/pack, drycell, alkaline	Energizer	9 pcks	90.00	810.00
7.	Battery, battery rechargeable, 2pcs/pack, AAA with charger	Goop	4 pcks	844.00	3,376.00
8.	Battery, battery rechargeable, 2pcs/pack, AA with charger	Goop	2 pcks	844.00	1,688.00
9.	Binder, 3 ring binder, heavy duty, 3", legal size	Seagull	5 pcs	356.00	1,780.00
10.	Binder, 2 ring binder, heavy duty, 2", legal size	Seagull	50 pcs	104.00	5,200.00
11.	Binder Clips, backfold clips, all metal, clamping: 1", 12's	TM	4 bxs	17.00	68.00
12.	Binder Clips, backfold clips, all metal, clamping: 2", 12's	TM	4 bxs	58.00	232.00
13.	Binder Clips, bulldog clip, all metal, clamping: 3", 12's	TM	4 bxs	120.00	480.00
14.	Calculator, office calculator, large font, 14 digit, solar and battery	Casio	2 pcs	945.00	1,890.00
15.	Cartolina, assorted colors, thick, good quality		46 pcs	7.00	322.00
16.	Certificate Jacket, A4 size, with 2 hangers for portrait and landscape orientations		20 pcs	63.00	1,260.00
17.	Chalk, white, dustless	HI	5 bxs	52.00	260.00
18.	Clear Book, 8.5" x 13", 60 pockets, thick plastic sheet		44 pcs	195.00	8,580.00
19.	Clear Book, A4, 60 pockets, thick plastic sheet		6 pcs	195.00	1,170.00
20.	Clear Book Refill, long, clear sheet protector, JC305A, heavy duty reinforced binding edge, 11 holes, 10's	Seagull	200 pcks	69.00	13,800.00
21.	Clock, wall clock, medium size, 12" dia, battery operated		3 pcs	972.00	2,916.00
22.	Colored Bond Paper, 8.5" x 13", assorted, subs 18 or higher	Napco S-24	5 rms	406.00	2,030.00
23.	Combo Ring, 2", white, good quality		10 pcs	54.00	540.00
24.	Cork Board, 2 ft. x 3 ft. with aluminum frame		9 pcs	756.00	6,804.00
25.	Cork Board, black wooden frame, 4ft x 3.5ft, wall type		2 pcs	2,167.00	4,334.00
26.	Correction Pen, liquid paper correction pen, 10ml	Dong-A 12ml	46 pcs	62.00	2,852.00


MARY GLOW DIDELES
Authorized Representative


RAMON N. EMMANUEL, JR., PhD
Campus Administrator


MARIA LUISA N. EIMAN
Head, Administrative and Finance Services


LORIE DEE D. BENTULA, PhD
Head, Office of Instruction

27.	Correction Tape, 20 m x 5 mm	TM	67 pcs	34.00	2,278.00
28.	Cutter, big, 18mm blade, heavy duty		5 pcs	18.00	90.00
29.	Cutter, desktop paper cutter/trimmer A3 (18"x15")	TM	2 boards	1,223.00	2,446.00
30.	Cutter Blade Refill, big, 10pcs/tube	TM	5 tubes	18.00	90.00
31.	Cutting Mat, 18" x 24", reversible		8 pcs	1,545.00	12,360.00
32.	Envelope, brown, long, good quality	Officemax	110 pcs	2.00	220.00
33.	Envelope, expandable w/ garter , long, good quality	Phoenix	212 pcs	14.00	2,968.00
34.	Eraser, for pencil and ballpen, thick	Steadler	5 pcs	31.00	155.00
35.	Eraser, black/whiteboard eraser	MGK	5 pcs	15.00	75.00
36.	Fastener, paper fastener, plastic, multi-colored	TM	10 bxs	28.00	280.00
37.	Fastener, plastic, double lock, for 100 pages and up	Scorr	6 bxs	18.00	108.00
38.	Fastener, stainless, non-sharp edge, good quality	Pan-o	1 box	52.00	52.00
39.	File Box, big, with cover, blue		58 pcs	213.00	12,354.00
40.	File Box, big, without cover, blue		10 pcs	113.00	1,130.00
41.	File Box, medium, with cover, blue		6 pcs	213.00	1,278.00
42.	Folder, A4, white, 14pts, 100pcs/ream	System	3 rms	412.00	1,236.00
43.	Folder, green, long, expandable without tab	Prime	300 pcs	10.00	3,000.00
44.	Folder, green, long, expanded with tab, good quality		62 pcs	19.00	1,178.00
45.	Folder, long, white, 14pts, 100pcs/ream, good quality	System	11 rms	412.00	4,532.00
46.	Folder, long size, white, 14pts	System	134 pcs	4.00	536.00
47.	Folder, long, assorted color	Monde	20 pcs	7.00	140.00
48.	Glue, 130 gms, multipurpose glue, safe and non-toxic	Elmers	29 btls	48.00	1,392.00
49.	Glue, instant glue, fast drying, 10g		4 pcks	223.00	892.00
50.	Glue Gun, big, heavy duty		5 pcs	284.00	1,420.00
51.	Glue Gun, small, heavy duty		2 pcs	145.00	290.00
52.	Glue Stick, big, good quality		165 pcs	5.00	825.00
53.	Glue Stick, small, good quality		25 pcs	2.00	50.00
54.	Guntacker Wire, 12mm		2 bxs	44.00	88.00
55.	Guntacker Wire, T-30, 10mm		2 bxs	188.00	376.00

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56.	Highlighter, assorted colors, good quality	GT	31 pcs	10.00	310.00
57.	Illustration board, standard size, 40" x 30"		12 pcs	38.00	456.00
58.	Illustration board, standard size, 40" x 30", white both sides		12 pcs	157.00	1,884.00
59.	Laminating Film, A4, 125 micron, 100pcs/pack	TM	3 pcks	523.00	1,569.00
60.	Laminating Film, 1" core, 1.5 mil 9' x 500"	TM	10 rolls	945.00	9,450.00
61.	Name Plate Holder, 9' x 4' clear transparent acrylic desk stand name plate holder, double sided acrylic display	Tyden 11 x 4	3 pcs	234.00	702.00
62.	Paint Brush, 1" fine bristles		6 pcs	7.00	42.00
63.	Paint Brush, 2" fine bristles		6 pcs	14.00	84.00
64.	Paint Brush, 4" fine bristles		8 pcs	45.00	360.00
65.	Paper, art paper, blue, 500 shts/ream, long size		1 rm	389.00	389.00
66.	Paper, bond paper, 8.5 x 11", premium grade, subs 2	Cactus	5 rms	225.00	1,125.00
67.	Paper, bond paper, 8.5" x 13", premium grade, subs 20	Cactus	639 rms	272.00	173,808.00
68.	Paper, bond paper, A3, premium grade, subs 20	Cactus	2 rms	456.00	912.00
69.	Paper, bond paper, A4, premium grade, subs 20	Cactus	587 rms	179.00	105,073.00
70.	Paper, bond paper, A4, subs 16	Advance	10 rms	160.00	1,600.00
71.	Paper, manila paper, 120cm x 90cm		50 pcs	4.00	200.00
72.	Paper, photo paper, A4, matte, 10's, inkjet friendly	TM	83 pcks	54.00	4,482.00
73.	Paper, photo paper, A4, 10's, high quality, inkjet, glossy	TM	64 pcks	54.00	3,456.00
74.	Paper, special board paper, A4, 180gsm, beige, 10's	Worx	165 pcks	36.00	5,940.00
75.	Paper, special board paper, long, 180gsm, beige, 10's	Worx	5 pcks	38.00	190.00
76.	Paper, special board paper, short size, 185gsm, beige/cream, 10's	Worx	30 pcks	35.00	1,050.00
77.	Paper, special board paper, long, 185gsm, assorted colors, 10's	Canon	10 pcks	64.00	640.00
78.	Paper, special board paper, 8.5 x 13", assorted colors, 220 gsm, 10's		4 pcks	119.00	476.00
79.	Paper, sticker paper, A4, matte, assorted color		77 pcks	107.00	8,239.00
80.	Paper, sticker paper, A4 size, white		160 pcks	36.00	5,760.00
81.	Paper, sticker paper, A4, glossy, printable inkjet		30 pcks	36.00	1,080.00
82.	Paper, vellum paper, 8.5" x 13", 180gsm, 10's		68 pcks	26.00	1,768.00
83.	Paper, vellum paper, A4, 180gsm, 10's		23 pcks	23.00	529.00
84.	Paper Clips, big, assorted color, vinyl coated	TM	20 bxs	19.00	380.00

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85.	Paper Clips, regular, assorted colors, vinyl coated	TM	15 bxs	8.00	120.00
86.	Pen, permanent marker, fine, black	HBW	44 pcs	13.00	572.00
87.	Pen, permanent marker, fine, blue	HBW	6 pcs	13.00	78.00
88.	Pen, permanent marker, broad, black	HBW	8 pcs	13.00	104.00
89.	Pen, permanent marker, broad, blue	HBW	6 pcs	13.00	78.00
90.	Pen, permanent marker, broad, red	HBW	4 pcs	13.00	52.00
91.	Pen, whiteboard marker, board master, black, refillable, bullet tip		43 pcs	50.00	2,150.00
92.	Pen, whiteboard marker, board master, blue, refillable, bullet tip		7 pcs	50.00	350.00
93.	Pen, whiteboard marker, board master, red, refillable, bullet tip		5 pcs	50.00	250.00
94.	Pencil, #1, durable, woodclinched complastic lead, 12's	T-Pencil	4 bxs	65.00	260.00
95.	Pencil, #2, durable, woodclinched complastic lead, 12's	T-Pencil	21 bxs	65.00	1,365.00
96.	Pencil, #3, durable, woodclinched complastic lead, 12's	T-Pencil	4 bxs	65.00	260.00
97.	Pencil, lead, mechanical 0.5 mm refill, 12's	Steadler	4 sets	52.00	208.00
98.	Pencil, mechanical, drafting quality, 0.5 mm	Steadler	4 pcs	245.00	980.00
99.	Pencil Eraser, soft pencil, rubber eraser, 36 pcs/box	HBW	4 bxs	240.00	960.00
100.	Pins, push pins with colored heads	TM	22 bxs	27.00	594.00
101.	Plastic Cover, transparent, 50 m/rolls, #0.065mm thickness	Bartex Gauge 2.6	4 rolls	678.00	2,712.00
102.	Puncher, big, heavy duty	TM	14 pcs	145.00	2,030.00
103.	PVC Cover, long, 200mic, 100pcs/pack	TM	1 pck	467.00	467.00
104.	Record Book, 150 pages, hardbound	Valiant	8 pcs	40.00	320.00
105.	Record Book, 500 pages, hardbound	Valiant	8 pcs	80.00	640.00
106.	Rubber Bands, large, assorted color		7 bxs	134.00	938.00
107.	Rubber Bands, regular size, assorted color	Brite	5 bxs	22.00	110.00
108.	Ruler, 1 ft, plastic	TM	2 pcs	4.00	8.00
109.	Ruler, 1 ft, stainless steel		5 pcs	37.00	185.00
110.	Scissors, big, tailoring scissors, comfortable handle, premium quality	TM	7 pcs	36.00	252.00
111.	Sharpener, pencil sharpener, desktop 1 hole	TM	4 pcs	278.00	1,112.00
112.	Sheet Protector, 3 ring hole binder refill	Seagull	5 pcks	69.00	345.00
113.	Sign Pens, G-Tec C4, 0.4mm, black, gel ink pen, refillable	Pilot	64 pcs	62.00	3,968.00

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114.	Sign Pens, G-Tec C4, 0.4 mm, blue, gel ink pen, refillable	Pilot	10 pcs	62.00	620.00
115.	Sign Pens, G-Tec C4, 0.4mm, red, gel ink pen, refillable	Pilot	20 pcs	62.00	1,240.00
116.	Sign Pens, 0.7 mm, black, gel ink, refillable	Dong-A	24 pcs	20.00	480.00
117.	Sign Pens, 0.7 mm, blue, gel ink, refillable	Dong-A	4 pcs	20.00	80.00
118.	Stamp Pad Ink, green, 30 ml, with brush		4 btls	104.00	416.00
119.	Stamp Pad Ink, purple, plastic container, 30ml	Joy	8 btls	14.00	112.00
120.	Staple Wire, #35 mm, heavy duty	Prince	46 bxs	37.00	1,702.00
121.	Staple Wire Remover, plier type, heavy duty	DL	9 pcs	48.00	432.00
122.	Stapler, #35, with staple remover, high quality	Max	9 pcs	412.00	3,708.00
123.	Stapler, heavy duty, long arm, 23/13 staple size, for thick papers		2 pcs	934.00	1,868.00
124.	Sticky Note, 1" x 3", assorted neon color	HBW	5 pads	31.00	155.00
125.	Sticky Note, 2" x 2", assorted neon color		5 pads	9.00	45.00
126.	Sticky Note, 3" x 4", assorted neon color	HBW	24 pads	30.00	720.00
127.	Sticky Note, 4" x 6", assorted neon color	Joy	10 pads	43.00	430.00
128.	Tape, double sided without foam, 1", standard length	Olympic	76 rolls	22.00	1,672.00
129.	Tape, duct, 3", standard length		12 rolls	188.00	2,256.00
130.	Tape, magic tape, 1", standard length	Polar bear	4 rolls	89.00	356.00
131.	Tape, masking, 1", standard length	Olympic	70 rolls	13.00	910.00
132.	Tape, masking, 2", standard length	Olympic	43 rolls	25.00	1,075.00
133.	Tape, packing, 2", standard length	Armak	19 rolls	28.00	532.00
134.	Tape, reflective hazard warning tape, black and yellow		2 rolls	307.00	614.00
135.	Tape, transparent, 1", standard length	Armak	56 rolls	18.00	1,008.00
136.	Tape, transparent, 2", standard length	Armak	55 rolls	28.00	1,540.00
137.	Tape, transparent, 3", standard length	Armak	32 rolls	28.00	896.00
138.	Tape Dispenser, 1", heavy duty	TM	5 pcs	107.00	535.00
139.	Tape Dispenser, 2", heavy duty	Armak	1 pc	212.00	212.00
140.	Tape Flags, 8" index tab, self-adhesive tabs, rectangle, white/transparent, 5tab/pack	HBW	50 pcks	31.00	1,550.00
141.	Thumbtacks, 3/8 in, gold, steel, flat-round head shape	Mitsuya	23 bxs	12.00	276.00
142.	Thumbtacks, colored heads		4 bxs	87.00	348.00



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143.	Tray, mesh desktop paper tray organizer, 4 layers, steel	MGK	4 pcs	478.00	1,912.00
144.	White Board, 3ft x 4ft, good quality		2 pcs	1,645.00	3,290.00
145.	White Board, 4' x 8', white board, aluminum frame		1 pc	4,445.00	4,445.00
	<i>Delivery Period: 30 days</i>				
	***** Nothing Follows *****				
	For official use of various department				
	Requested by: Dr. Lorie Dee D. Bentula				
	TOTAL BID AMOUNT				Php 505,378.00

ARTICLE III
(Completion Time)

The **SUPPLIER** shall perform its obligation as specified in the Agreement within **Thirty (30) Calendar Days** which will commence within ten (10) days upon receipt of the Notice to Proceed.

ARTICLE IV
(Contract Amount)

In consideration for the sum of **FIVE HUNDRED FIVE THOUSAND THREE HUNDRED SEVENTY EIGHT PESOS ONLY (PHP 505,378.00)**, or such other sums as may be ascertained, the **SUPPLIER** agrees to the **PROCUREMENT OF OFFICE SUPPLIES (FUND 164)** in accordance with its bid.

The **ISAT U** agrees to pay the above-mentioned sum in accordance with the terms of this Agreement.

ARTICLE V
(Contractor's Warranty of Works)

The **SUPPLIER** guarantees that all materials it will supply under the Agreement are brand new, free from defects, and strictly in accordance with the Technical Specifications. The provisions under Section 62.1 on warranty security shall be observed.

ARTICLE VI
(Liquidated Damages)

If the **SUPPLIER** refuses or fails to satisfactorily complete the obligation within the specified contract time, plus any time extension duly granted, and is in default under the Agreement, the **SUPPLIER** agrees to pay **ISAT U** for liquidated damages (LD) in an amount equal to one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay. **ISAT U** shall have the option to deduct the liquidated damages from payments or any money due or which may become due to the **SUPPLIER** under this Agreement and/or collect such liquidated damages from the retention money or other securities posted by the **SUPPLIER** whichever is convenient to **ISAT U**. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this Agreement, **ISAT U** may rescind this Agreement, without prejudice to other courses of action and remedies open to **ISAT U**.

MARY-GLOW DIDELES
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ARTICLE VII*(Settlement of Disputes)*

The settlement of disputes or differences of any kind whatsoever that arise between the Parties in connection with the implementation of the Agreement shall be settled in accordance with Rule XVIII (Settlements of Disputes) under the 2016 RIRR of RA 9184.

ARTICLE VIII*(Miscellaneous Provisions)*

The Parties warrant that they have full power and authority to represent their respective agency/office/entity.

The **SUPPLIER** shall facilitate this Agreement's notarization and bear its cost.

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.

**ILOILO SCIENCE AND TECHNOLOGY
UNIVERSITY (ISAT U)**

By:


RAMON N. EMMANUEL, JR., PhD
Campus Administrator

**NEW ILOILO IZEEM COMMERCIAL
SUMMIT INC.**

By:


MARY GLOW DIDELES
Authorized Representative

WITNESSED BY:


LORIEDEE D. BENTULA, PhD
Head, Office of Instruction


RICHARD GARCIA


MARIA LUISA N. EIMAN
Head, Administrative and Finance Services

REPUBLIC OF THE PHILIPPINES:
CITY OF ILOILO : S.S
X ----- X

ACKNOWLEDGMENT

BEFORE ME, this _____ day of JUN 11 2025, in ILOILO CITY, personally appeared the following persons who exhibited their identification cards to establish their identities, to wit:

	Government ID	Place Issued	Date Issued
1 RAMON N. EMMANUEL, JR., PhD	ISAT U ID No 940606-022-F	Miagao Campus	August 5, 2023
2 MARY GLOW DIDELES	TIN 395-768-053	Iloilo City	June 11, 2021

known to me to be the same persons who executed the foregoing instrument and acknowledged that the same is their free act and deed and of the institution/agency they represent.

The instrument, which refers to a **Contract of Agreement (Procurement of Office Supplies (Fund 164))** consists of nine (9) pages including the page on which acknowledgement is written has been signed on the left margin of each and every page thereof by the parties and their witnesses and sealed with my notarial seal.

NOTARY PUBLIC
IGNACIO S. PRADO JR.
NOTARY PUBLIC FOR THE CITY AND PROVINCE
OF ILOILO UNTIL DECEMBER 31, 2025
BP NO. 492367, 1/2/2025, PASIG CITY
PTR NO. 8795939, 1/2/2025, ILOILO CITY,
NOT. REG. NO. 14, ROLL NO. 2533
MCLE VIII UNTIL 4/14/2028, NO. 001368
TIN 117-355-747
MEZZANINE FLOOR RED PLAZA BUILD
JANUARY 1, ILOILO CITY 1052247

Doc No. 416 ;
Page No. 85 ;
Book No. XXVI ;
Series of 2025 ;