

# Contract Agreement Form for the Procurement of Goods (Revised)

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## CONTRACT AGREEMENT


THIS AGREEMENT made the 4<sup>th</sup> day of October 2024 between **ROMBLON STATE UNIVERSITY** of the Philippines (hereinafter called "the Entity") of the one part and **VILLCEN ENTERPRISES** of M.L. Quezon St., Liwanag, Odiongan, Romblon (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **Solicitation No. RSU-2024-07-069, Supply and Delivery of Laboratory Equipment for Romblon State University (Repost) (ABC: PhP322,821.00)**, and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Three Hundred Nineteen Thousand, Three Hundred Fourteen Pesos Only (PhP319,314.00)** (hereinafter called "the Contract Price").

NOW THIS AGREEMENT 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; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
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;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
  - v. 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 Hundred Nineteen Thousand, Three Hundred Fourteen Pesos Only (PhP319,314.00)** or such other sums as may be ascertained, **Villcen Enterprises** agrees to **complete the supply and delivery of goods within twenty-five (25) calendar days from receipt of the Notice to Proceed** in accordance with his/her/its Bid.
4. The **Romblon State University** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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.

  
**MERIAN P. CATAJAY-MANI, Ed.D., CESE**  
University President

  
**MS. LILYBETH C. FONDEVILLA**  
Owner

for:  
Romblon State University

for:  
Villcen Enterprises

**ACKNOWLEDGEMENT**

Republic of the Philippines  
( Odiongan, Romblon ) S. S.

BEFORE ME, this 4th day of October, 2024 in  
Odiongan, Romblon, Philippines personally came and appeared  
before me the following:

	I.D. No.	Place of Issue	Date of Issue
<b>MERIAN P. CATAJAY-MANI, Ed.D., CESE</b>	<u>01-01</u>	<u>Odiongan, Romblon</u>	<u>July 30, 2020</u>
<b>MS. LILYBETH C. FONDEVILLA</b>	<u>JCC # 33-1720774-0</u>		

Known to me to be the same persons who executed the foregoing instrument consisting of two (2) pages including the page on which this Acknowledgement is written and they confirmed and acknowledged to me that the same is their own free and voluntary deed and that of the agency, which they respectively represent.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my notarial seal on the day, year and place written.

Doc. No. 508  
Page No. 02  
Book No. 4  
Series of 2024

  
**PACIFICO M. BANTANG, JR.**  
Notary Public  
Up to December 31, 2025  
Roll No. 33986  
IBP OR No. 322830/10-28-23  
PTR No. 7699415/01-02-24



Republic of the Philippines  
**ROMBLON STATE UNIVERSITY**  
 Odiongan, Romblon  
 Tel No. (042) 567-5273  
 Email: romblonstateu@gmail.com  
 URL: rsu.edu.ph

Appendix 61



**PURCHASE ORDER**

**PROJECT TITLE:** Supply and Delivery of Laboratory Equipment for Romblon State University (Repost)

**ABC:** PhP322,821.00  
**Supplier:** **Vilcen Enterprises**  
**Address:** M.L. Quezon St., Liwanag, Odiongan, Romblon  
**TIN :** 154-008-573-00000

**P.O. No.:** 24-10-0071  
**Date:** 04-October-2024  
**Mode of Procurement:** Public Bidding

**Gentlemen:**  
 Please furnish this office the following articles subject to the terms and conditions contained herein:

**Place of Delivery:** RSU, Supply Office  
**Delivery Term:** 25 CALENDAR DAYS FROM RECEIPT OF NTP  
**Date of Delivery:** \_\_\_\_\_  
**Payment Term:** \_\_\_\_\_

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
<b>INSTITUTE OF CRIMINAL JUSTICE EDUCATION</b>					
1	piece	Test Tube, 30 ml, glass (20mm x 150mm), Borosilicate glass	10	25.00	250.00
2	piece	Test Tube Rack, wooden, 12 holes, 20mm diameter, 6" x 9" x 3"	12	337.50	4,050.00
3	piece	Burette Acid 100 ml, glass	4	2430.00	9,720.00
4	piece	Burette Clamp, double, heavy duty	4	742.50	2,970.00
5	piece	Glass, Florence Flask 1000ml, Borosilicate Glass, Round bottom	12	1620.00	19,440.00
6	piece	Burette alkali 100ml, glass, with stop cock	4	2430.00	9,720.00
7	piece	Cobalt Glass 75x55mm	6	648.00	3,888.00
8	piece	Spot plate (Ceramics) 6 concavities	12	378.00	4,536.00
9	piece	Graduated cylinder 1000ml, Borosilicate Glass, with protective ring	4	3780.00	15,120.00
10	piece	Glass, pipettes, 10ml	12	243.00	2,916.00
11	piece	Graduated cylinder 50ml with protective ring, Borosilicate Glass	4	877.50	3,510.00
12	piece	Graduated cylinder 100ml with protective ring, Borosilicate Glass	4	1147.50	4,590.00
13	piece	Cobalt Glass 75x80mm	6	1147.50	6,885.00
14	piece	Glass, Funnel 75mm	12	175.50	2,106.00
15	piece	Calcium Chloride Tube, 100x12mm,	4	648.00	2,592.00
16	piece	Crucible Tong, Stainless Steel, 30cm long	12	391.50	4,698.00
17	piece	Beaker 600ml, Borosilicate Glass	12	648.00	7,776.00
18	piece	Erlenmeyer Flask 250ml, Borosilicate Glass	12	378.00	4,536.00
19	piece	Beaker 400 ml, Borosilicate Glass	12	324.00	3,888.00
20	piece	Watch Glass Dish, 15x100mm, Borosilicate Glass	12	243.00	2,916.00
<b>SUB-TOTAL</b>			<b>170</b>		<b>116,107.00</b>

**(Total Amount in Words) \*\*Three Hundred Nineteen Thousand, Three Hundred Fourteen Pesos Only\*\***

In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Very truly yours,

**MERIAN P. CATAJAY-MANI, Ed.D., CESE**  
 University President

**Conforme:**  
  
 \_\_\_\_\_  
 (Signature Over Printed Name of Supplier)  
 \_\_\_\_\_  
 (Date) 10/4/24

Fund Cluster: 164  
 Funds Available: ICJE, and CED

**MS. SHIELA BUEN F. SERVAÑEZ, CPA**  
 Head, Accounting Office

ORS/BURS No: 164-MOOR-24-10-1659  
 Date of the ORS/BURS: 10/4/2024

Amount: PhP319,314.00



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**PROJECT TITLE:** Supply and Delivery of Laboratory Equipment for Romblon State University (Repost)

**ABC:** PhP322,821.00 P.O. No. **24-10-0071**  
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**Address:** M.L. Quezon St., Liwanag, Odiongan, Romblon Mode of Procurement: **Public Bidding**  
**TIN :** 154-008-573-00000

**Gentlemen:**  
 Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: RSU, Supply Office Delivery Term: **25 CALENDAR DAYS FROM RECEIPT OF NTP**  
 Date of Delivery : \_\_\_\_\_ Payment Term: \_\_\_\_\_

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
<b>CARRIED FORWARD</b>			<b>170</b>		<b>116,107.00</b>
21	piece	Iron Stand, 40cm long	12	931.50	11,178.00
22	piece	Iron Ring, 4 inches in diameter	12	135.00	1,620.00
23	piece	Beaker 250ml, Borosilicate Glass	12	249.75	2,997.00
24	piece	Mortar and Pestle, 100ml, 3.93 inches	12	472.50	5,670.00
25	piece	Glass, Alcohol Lamp, 250ml	12	243.00	2,916.00
26	piece	Beaker 100ml, Borosilicate Glass	12	223.00	2,676.00
27	piece	Evaporating Dish 75mm, Ceramic	12	203.00	2,436.00
28	piece	Bunsen Burner, Meker type with controller	6	1,012.50	6,075.00
29	piece	Reagent Bottle 500ml, Screw Cap, Clear, Borosilicate Glass	12	918.00	11,016.00
30	piece	Iron Clamp 3", heavy duty	12	162.00	1,944.00
31	piece	Plastic goggles for laboratory activity w/rubber strap, clear	12	162.00	1,944.00
32	piece	Glass, Test Tube 15x100mm, Borosilicate Glass	12	17.00	204.00
33	piece	Watch Glass, 90mm	12	135.00	1,620.00
34	piece	Test Tube Holder, standard, Wire Type	12	54.00	648.00
35	piece	Crucible and Cover, Porcelain, 4.5cm	12	211.00	2,532.00
36	piece	Glass Slides, 72's/box, 25.4x76.2mm(1x3")1-1.2mm thick	12	150.00	1,800.00
37	piece	Steel Tape 5 meters	5	338.00	1,690.00
38	piece	Clay Triangle, 4inches	12	162.00	1,944.00
39	piece	Covered Glass, Laboratory, 22 x 22, 100's/box	12	108.00	1,296.00
<b>SUB-TOTAL</b>			<b>385</b>		<b>178,313.00</b>

(Total Amount in Words) **\*\*Three Hundred Nineteen Thousand, Three Hundred Fourteen Pesos Only\*\***

In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Very truly yours,

**MERIAN P. CATAJAY-MANI, Ed.D., CESE**  
 University President

**Conforme:** \_\_\_\_\_  
  
 \_\_\_\_\_  
 (Signature Over Printed Name of Supplier)  
 \_\_\_\_\_  
 (Date) **10/4/24**

Fund Cluster: 164  
 Funds Available: ICJE, and CED

**MS. SHIELA BUENA SERVAÑEZ, CPA**  
 Head, Accounting Office

ORS/BURS No: **164-M006-24-10-1659**  
 Date of the ORS/BURS: **10/4/2024**

Amount: **PhP319,314.00**



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P.O. No. **24-10-0071**

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Date: **04-October-2024**

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Mode of Procurement: **Public Bidding**

TIN : 154-008-573-00000

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Date of Delivery : \_\_\_\_\_

Payment Term: \_\_\_\_\_

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
<b>COLLEGE OF EDUCATION</b>					
<b>CARRIED FORWARD</b>			<b>385</b>		<b>178,313.00</b>
40	piece	Full Sleeves White Lab Gown polyester and cotton, (S-5pcs, M-5pcs, L-5pcs and XL-5pcs)	20	580.00	11,600.00
41	piece	Compound Microscope OBS 104 Optical system: Finite Tube Type : Binocular Ocular magnifications: 10 x Ocular Visual Field: 18 mm Standard Objectives: 4x, 10x, 40x Lens quality: Achromatic Nosepiece screw-in locations: 4 Illuminance: Transmitted light Illumination type transmitted light: LED Illumination intensity transmitted light: 0.5 W Focusing Mechanism: Coaxial coarse and fine drive Fine drive minimum: 0.00025 mm Dimension: (WxDxH): 130x300x310 mm	4	25,500.00	102,000.00
42	piece	Glass Funnel (50mm X 50mm), Borosilicate Glass	3	162.00	486.00
43	piece	Test Tube 27ml 18mm X 150mm, Borosilicate Glass	30	34.00	1,020.00
44	piece	Test Tube 15ml 15mm X 130mm, Borosilicate Glass	30	94.50	2,835.00
45	piece	Plastic Test Tube Rack High Quality Detachable Lab Test, 15ml (60 wells) 15 - 17 mm	4	878.00	3,512.00
46	piece	Test Tube Rack 6 Hole Wood, 20mm diameter	4	250.00	1,000.00
47	piece	Test Tube Holder, Wire Type	8	55.00	440.00
48	piece	Erlenmeyer Flask 100ml, Borosilicate Glass	10	245.00	2,450.00
49	piece	Erlenmeyer Flask 250ml, Borosilicate Glass	10	380.00	3,800.00
50	piece	Graduated Cylinder (50ml), Borosilicate Glass with protective ring	3	878.00	2,634.00
51	piece	Graduated Cylinder (250ml), Borosilicate Glass, with protective ring	3	1,325.00	3,975.00
52	piece	Test Tube brush Small - 18 cm	8	48.00	384.00
53	piece	Test Tube brush Small - 23 cm	8	52.00	416.00
54	piece	Alcohol Lamp, glass, 150ml	3	125.00	375.00
55	piece	Laboratory Wire Gauze (4in x 4in), Ceramic centered	3	88.00	264.00
56	piece	Round Tripod, 22 to 26 mm in diameter	3	245.00	735.00
57	piece	Beaker 50ml, Borosilicate Glass	9	195.00	1,755.00
58	piece	Stirring Rod 330mm length, glass	8	165.00	1,320.00
<b>GRAND TOTAL</b>			<b>556</b>		<b>319,314.00</b>

(Total Amount in Words) **\*\*Three Hundred Nineteen Thousand, Three Hundred Fourteen Pesos Only\*\***

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Very truly yours,

**MERIAN P. CATAJAY-MANI, Ed.D., CESE**  
 University President

Conforme:

(Signature Over Printed Name of Supplier)

10/14/24  
 (Date)

Fund Cluster: 164

Funds Available: ICJE, and CED

**MS. SHIELA BUEN F. SERVAÑEZ, CPA**  
 Head, Accounting Office

ORS/BURS No: **164-000-24-10-1059**

Date of the ORS/BURS: **10/14/24**

Amount: **PhP319,314.00**