

Contract ID No : 2018-26/Goods (Rebid)  
 Name of Contract: Procurement of Consolidated Office Supplies for 2<sup>nd</sup> & 3<sup>rd</sup> Quarter CY 2018  
 Location : USeP-Obrero Campus Davao City

## CONTRACT AGREEMENT

**THIS CONTRACT AGREEMENT**, made this \_\_\_\_ day of \_\_\_\_\_ 2018, by and between:

The **University of Southeastern Philippines**, with office address at Bo. Obrero Davao City, represented by its President, Dr. Lourdes C. Generalao, hereinafter called the “**ENTITY**”,

-AND-

The **VS Tay Inc.** with office address located at 125 Ramon Magsaysay Poblacion District Davao City, represented by its Corporate Secretary, **GERALDINE G. TAY**, hereinafter called the “**SUPPLIER**”.

### WITNESSETH

**WHEREAS**, the Entity invited Bids for the **Procurement of Consolidated Office Supplies for 2<sup>nd</sup> & 3<sup>rd</sup> Quarter CY 2018**, USeP Obrero Campus, and **VS Tay, Inc.** placed a bid for several items with a total amount of **One Million Eight Thousand Four Hundred Sixty-Five Pesos (PhP. 1,008,465.00)**, which was determined to be the **Lowest Calculated and Responsive Bid**.

**WHEREAS**, the Entity passed and approved a resolution to award in favor of the Supplier in the sum of **One Million Eight Thousand Four Hundred Sixty-Five Pesos (PhP. 1,008,465.00)**, herein after called the “**Contract Price**” with the following details:

Item No.	Unit	Quantity	ITEM AND DESCRIPTION	Approved Budget Cost (ABC)	V.S. TAY, INCORPORATED (LOWEST CALCULATED & RESPONSIVE BID)	
				Total Cost	Unit Price	Total
1	rolls	12	ACETATE, gauge # 3, 50m /roll	<b>8,910.00</b>		
3	packs	2	ACETATE FILM SHEETS, 100's/pack, A4 size	<b>1,100.00</b>	740.00	<b>8,880.00</b>
6	bottles	42	ALCOHOL, isoprophyl, 500 ml, 70%	<b>5,292.00</b>	250.00	<b>500.00</b>
7	pcs.	5	ARCH FILE, LONG FOLDER, green	<b>687.50</b>	69.50	<b>2,919.00</b>
8	pcs.	10	ARCH FILE, 3 holes side, long, red	<b>2,950.00</b>	118.00	<b>590.00</b>
9	pcs.	10	ARCH FILE, 3 holes side, long, blue	<b>2,950.00</b>	290.00	<b>2,900.00</b>
10	pcs.	10	ARCH FILE, 3 holes side, long, green	<b>2,950.00</b>	290.00	<b>2,900.00</b>
11	pcs.	128	BALLPEN, black, 0.5	<b>1,920.00</b>	290.00	<b>2,900.00</b>
12	pcs.	126	BALLPEN, blue, 0.5	<b>1,890.00</b>	4.50	<b>576.00</b>
13	pcs.	126	BALLPEN, red, 0.5	<b>1,890.00</b>	4.50	<b>567.00</b>

GERALDINE G. TAY  
 VS Tay, Inc.  
 Corporate Secretary

MR. ROLANDO B. ENRIQUEZ  
 Finance Director, USeP

UNIVERSITY OF SOUTHEASTERN PHILIPPINES (USEP)  
 LOURDES C. GENERALAO  
 President

Contract ID No : 2018-26/Goods (Rebid)  
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 Location : USEP-Obrero Campus Davao City

18	packs	38	BATTERY, dry cell AA, 2 pcs/ blister pack	<b>5,890.00</b>	39.50	<b>1,501.00</b>
22	packs	159	BATTERY, SIZE AA, alkaline, 2 pcs./blister pack	<b>15,900.00</b>	99.00	<b>15,741.00</b>
23	packs	5	BATTERY, SIZE 9 VOLTS, 1 per pack	<b>550.00</b>	89.00	<b>445.00</b>
26	packs	64	BOARD PAPER, long, 220 gsm, 10's /pack	<b>1,971.20</b>	26.00	<b>1,664.00</b>
29	units	1	CALCULATOR, SCIENTIFIC, 12 digits	<b>561.00</b>	545.00	<b>545.00</b>
32	boxes	2	CARBON FILM, polyethylene, legal, 216mmx330mm, 100s/box	<b>1,188.00</b>	580.00	<b>1,160.00</b>
33	sheets	100	CARTOLINA, yellow, thick	<b>2,400.00</b>	12.00	<b>1,200.00</b>
38	boxes	110	CHALK, white, dustless, 100pcs/box	<b>8,712.00</b>	36.00	<b>3,960.00</b>
41	pcs.	5	CLEARBOOK ,legal size	<b>198.00</b>	28.00	<b>140.00</b>
42	boxes	150	CLIP, backfold, 19mm, 12pcss./box	<b>1,980.00</b>	12.00	<b>1,800.00</b>
43	boxes	20	CLIP, backfold, 1 1/4", 12 pcs./ box, colored	<b>803.00</b>	19.50	<b>390.00</b>
44	boxes	20	CLIP, backfold, 19mm, 12 pcs./box, colored	<b>649.00</b>	12.00	<b>240.00</b>
45	boxes	151	CLIP, backfold, 25mm, 12 pcs./box	<b>3,530.38</b>	16.00	<b>2,416.00</b>
46	boxes	104	CLIP, backfold, 32mm, 12 pcs/ box	<b>4,976.40</b>	36.00	<b>3,744.00</b>
47	boxes	132	CLIP, backfold, 50mm, 12 pcs/ box	<b>7,913.40</b>	48.00	<b>6,336.00</b>
48	pcs.	1	Combination Board 24x36 white/corkboard with aluminum frame	<b>1,500.00</b>	1,500.0 0	<b>1,500.00</b>
50	boxes	5	COMPUTER CONTINUOUS FORMS, 1 ply, 11"x 9-1/2", 2000's/box SHEETS/BOX	<b>3,155.00</b>	497.00	<b>2,485.00</b>
51	boxes	4	COMPUTER CONTINUOUS FORMS, 3 py, 11"x 9-1/2", 500's/box	<b>2,524.00</b>	630.00	<b>2,520.00</b>
52	boxes	4	COMPUTER CONTINUOUS FORMS, 1 PLY, 11"x 14-7/8", 2000's/box	<b>3,840.00</b>	762.00	<b>3,048.00</b>
53	boxes	4	COMPUTER CONTINUOUS FORMS, 3 ply, 11"x 14-7/8", 500's/box	<b>3,840.00</b>	960.00	<b>3,840.00</b>
54	packs	5	CONSTRUCTION PAPER (assorted color) 20's/pack	<b>101.75</b>	18.00	<b>90.00</b>
56	pcs.	16	CORRECTION PEN, rolling ball metal tip	<b>1,360.00</b>	85.00	<b>1,360.00</b>
58	boxes	5	CORRECTION TAPE, refill (WH-605)	<b>1,100.00</b>	72.00	<b>360.00</b>
59	pcs.	246	CORRECTION TAPE, refillable	<b>20,910.00</b>	68.00	<b>16,728.00</b>
60	pcs.	27	CUTTER KNIFE, heavy duty	<b>6,075.00</b>	69.50	<b>1,876.50</b>

GERALDINE G. TAY  
 VS Tay, Inc.  
 Corporate Secretary

MR. ROLANDO B. ENRIQUEZ  
 Finance Director, USEP

UNIVERSITY OF SOUTHERN PHILIPPINES (USEP)  
 LOURDES C. GENERALAO  
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61	tubes	29	CUTTER BLADE, heavy duty cutter, 10 pcs/tube	725.00	18.00	522.00
62	packs	15	CUTTER KNIFE, LC 500	7,200.00	325.00	4,875.00
65	pcs.	36	DATA FOLDER made w/ chipboard, taglia lock	7,326.00	170.00	6,120.00
66	pcs.	32	DATA FOLDER with finger ring & clear plastic pocket, 3" x 9" x 15"	4,928.00	118.00	3,776.00
67	pcs.	1	DATING AND STAMPING MACHINE	526.22	270.00	270.00
68	rolls	1	DUCT TAPE, 2 inches grey	276.00	56.00	56.00
71	units	6	ELECTRIC FAN, Orbit type 16 "	19,500.00	3,250.00	19,500.00
72	pcs.	50	ENVELOPE, brown, long	720.00	1.85	92.50
73	pcs.	50	ENVELOPE, brown, short	720.00	1.70	85.00
75	boxes	23	ENVELOPE, DOCUMENTARY, Legal size, 500 pcs/ box	20,125.00	780.00	17,940.00
77	boxes	23	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100pcs/box, 285 gsm, green	22,137.50	850.00	19,550.00
78	pcs.	55	ENVELOPE, expanding, long brown	529.65	8.50	467.50
79	pcs.	40	ENVELOPE, expanding file document plastic, long, green	17,000.00	125.00	5,000.00
81	boxes	5	ENVELOPE, mailing with window, 500 pcs/box	1,760.00	315.00	1,575.00
82	pcs.	153	ERASER, plastic or rubber	1,836.00	11.50	1,759.50
83	pcs.	201	ERASER, felt, blackboard/whiteboard	3,015.00	12.00	2,412.00
85	boxes	20	PAPER FASTENER, metal, 7cm x 3-1/2	2,000.00	65.00	1,300.00
86	boxes	20	PAPER FASTENER, plastic, 80mm(3-1/8") centers 50mm(2") 50 sets	1,440.00	33.00	660.00
88	pcs.	64	FILE ORGANIZER, expanding, legal size, plastic, assorted colors	5,760.00	42.00	2,688.00
91	pcs.	912	FOLDER, brown color, legal size	3,192.00	3.30	3,009.60
92	pcs.	500	FOLDER, brown color, letter size	1,500.00	3.00	1,500.00
93	pcs.	200	FOLDER, brown color, A4 size	700.00	3.50	700.00
96	packs	1	FOLDER, expanding, green color, legal, 100pcs/pack w/o tab	1,440.00	985.00	985.00
97	pcs.	50	FOLDER, expanding, green color, legal size	492.50	9.85	492.50
98	pcs.	300	FOLDER, expanding, long	4,500.00	9.85	2,955.00

GERALDINE G. TAY  
 VS Tay, Inc.  
 Corporate Secretary

MR. ROMANDO B. ENRIQUEZ  
 Finance Director, USEP

UNIVERSITY OF SOUTHERN PHILIPPINES (USEP)  
 MA. JUISA B. FAUNILLAN  
 VP for Administration  
 L. JORDEN C. GENERALAO  
 Resident

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99	pcs.	200	FOLDER, expanding, short	<b>2,400.00</b>	9.50	<b>1,900.00</b>
100	pcs.	100	FOLDER, glossy white, long , 8.5x13 inches	<b>1,500.00</b>	3.70	<b>370.00</b>
103	packs	1	FOLDER, morocco/fancy, short size, 50pcs/pack, blue	<b>412.50</b>	312.50	<b>312.50</b>
105	boxes	7	FOLDER, Pressboard, 240mm x 370mm, 100s/box, legal	<b>6,891.50</b>	984.00	<b>6,888.00</b>
106	pcs.	50	Folder, pressboard long, green expanded	<b>2,000.00</b>	9.85	<b>492.50</b>
107	packs	4	Folder Tagboard, A4 , 100 pcs/pack	<b>1,400.00</b>	350.00	<b>1,400.00</b>
108	packs	25	FOLDER, Tagboard, Legal size, 100 pcs/pack	<b>9,000.00</b>	330.00	<b>8,250.00</b>
110	bottles	20	GLUE, all purpose, 40 grams min., bot	<b>700.00</b>	18.00	<b>360.00</b>
114	pcs.	20	ILLUSTRATION BOARD (30" X 40")	<b>800.00</b>	32.00	<b>640.00</b>
115	boxes	184	INDEX TAB, self adhesive, 5 sets/box, assorted colors	<b>15,180.00</b>	72.50	<b>13,340.00</b>
116	boxes	35	INDEX TAB, self adhesive, 5 sets/box, transparent white	<b>2,887.50</b>	72.50	<b>2,537.50</b>
121	pcs.	6	MAGAZINE FILE BOX, large with cover	<b>3,168.00</b>	450.00	<b>2,700.00</b>
122	pcs.	340	MARKING PEN, permanent, bullet tip, black	<b>11,900.00</b>	29.50	<b>10,030.00</b>
123	pcs.	173	MARKING PEN, permanent, bullet tip, red	<b>6,055.00</b>	29.50	<b>5,103.50</b>
124	pcs.	234	MARKING PEN, permanent, bullet tip, blue	<b>8,190.00</b>	29.50	<b>6,903.00</b>
125	packs	10	MARKER, flourescent, assorted color, 5pcs/pack	<b>2,400.00</b>	147.50	<b>1,475.00</b>
126	pcs.	103	MARKER, permanent, broad type, black	<b>3,605.00</b>	29.50	<b>3,038.50</b>
127	pcs.	103	MARKER, permanent, broad type, blue	<b>3,605.00</b>	29.50	<b>3,038.50</b>
128	pcs.	54	MARKER, permanent, broad type, red	<b>1,890.00</b>	29.50	<b>1,593.00</b>
129	pcs.	865	MARKING PEN, whiteboard, bullet tip, blue	<b>30,275.00</b>	25.00	<b>21,625.00</b>
135	pads	276	NOTE PAD, stick-on, (2" x 3"), 100 sheets/pad	<b>3,946.80</b>	12.50	<b>3,450.00</b>
136	pads	99	NOTE PAD, stick-on, (3"x3"), 100 sheets/pad	<b>1,851.30</b>	16.00	<b>1,584.00</b>
137	pads	206	NOTE PAD, stick-on, (3"x4"), 100 sheets/pad	<b>5,150.00</b>	18.50	<b>3,811.00</b>
139	packs	12	NOTE PAD, stick-on, NEON color, assorted, 2x3 size	<b>600.00</b>	17.50	<b>210.00</b>
140	packs	12	NOTE PAD, stick-on, NEON color, assorted, 3x3 size	<b>720.00</b>	21.00	<b>252.00</b>
143	pads	27	PAD PAPER, Ruled yellow	<b>405.00</b>	12.50	<b>337.50</b>
144	boxes	12	PAPER CLIP, gem type, 24mm, 100 pcs/box	<b>91.80</b>	7.50	<b>90.00</b>
145	boxes	190	PAPER CLIP, gem type, 48mm, 100 pcs/box	<b>2,688.50</b>	14.15	<b>2,688.50</b>

GERALDINE G. TAY  
 VS Tay, Inc.  
 Corporate Secretary

MR. RODOLFO B. ENRIQUEZ  
 Finance Director, USEP

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 MA. JISA B. FAUNILLAN  
 VP for Administration  
 President

148	reams	290	PAPER, mimeographing, short, subs. 18	47,850.00	138.75	40,237.50
149	reams	30	PAPER, mimeographing, A4, subs. 18	5,250.00	147.70	4,431.00
150	reams	350	PAPER, mimeographing, long, subs. 18	68,250.00	162.00	56,700.00
153	reams	761	PAPER, MULTICOPY, 80 gsm, size: 210mm x 297mm (A4)	209,275.00	215.00	163,615.00
154	reams	735	PAPER MULTICOPY, 80 gsm, size:216mm x 330mm (legal)	220,500.00	235.00	172,725.00
155	reams	234	PAPER, MULTICOPY, 80 gsm, size: 216mm x 279mm (letter)	58,500.00	210.00	49,140.00
156	reams	319	PAPER, MULTI-PURPOSE (COPY),A4, 70gsm	87,725.00	179.00	57,101.00
158	pcs.	13	PENCIL SHARPENER, heavy duty	6,435.00	235.00	3,055.00
159	pcs.	20	PEERLESS BOX, medium size	1,716.00	85.00	1,700.00
164	packs	1	PHILIPPINE NATIONAL FLAG	159.50	135.00	135.00
165	packs	2	PHOTO PAPER, glossy, A3, 230 gsm, 20's/pack	400.00	108.00	216.00
166	packs	10	PHOTO PAPER, high glossy, A4, 240 gsm, 10's/pack	2,000.00	58.00	580.00
168	packs	40	PHOTOPAPER, A4 size, glossy printable surface, 200 gsm, 20's/pack	7,600.00	75.00	3,000.00
171	bundle	5	PLASTIC RING BINDER, 19mm, black, 10 pcs/bundle	962.50	160.00	800.00
172	bundle	33	PLASTIC RING BINDER, 25mm, black, 10 pcs/bundle	10,708.50	250.00	8,250.00
173	bundle	44	PLASTIC RING BINDER, 32mm, black, 10 pcs./bundle	17,666.00	340.00	14,960.00
174	bundle	1	PLASTIC RING BINDER, 51mm, black, 10 pcs./bundle	594.00	420.00	420.00
175	bundle	7	PLASTIC RING BINDER, 50mm, 10pcs/bundle	4,158.00	420.00	2,940.00
178	pcs.	3	PUNCHER, paper, heavy duty, with two hole guide	405.00	135.00	405.00
179	boxes	46	PUSH PINS, 100pcs/box, assorted colors	1,138.50	24.00	1,104.00
184	packet	9	RECHARGEABLE BATTERY, size AA, 2pcs/packet	6,030.00	396.00	3,564.00
185	packet	9	RECHARGEABLE BATTERY, size AAA, 2pcs/packet	6,030.00	356.00	3,204.00
186	books	105	RECORD BOOK, 300 pages, size: 214mm x 278mm min.	14,437.50	137.50	14,437.50
187	pcs.	13	RULER, 12", metal with conversion table (at the back)	520.00	39.00	507.00
188	pairs	57	SCISSORS, (6")	1,026.00	18.00	1,026.00
189	pairs	32	SCISSORS, 8" HBW	1,696.00	53.00	1,696.00
190	pcs.	7	SCISSORSs, heavy duty BIG	1,540.00	220.00	1,540.00

GERALDINE G. TAY

VS Tay, Inc.  
Corporate Secretary

MR. ROBERTO B. ENRIQUEZ  
Finance Director, USEP

UNIVERSITY OF SOUTHERN PHILIPPINES (USEP)  
MARLUISA B. FAUNILLAN  
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191	pcs.	78	SIGN PEN, black, 0.3	<b>1,758.90</b>		
					22.55	<b>1,758.90</b>
195	pcs	186	SIGN PEN, blue, 0.3	<b>4,194.30</b>		
					22.55	<b>4,194.30</b>
203	pcs.	108	SIGN PEN, red, 0.3	<b>2,435.40</b>		
					22.55	<b>2,435.40</b>
204	reams	2	SPECIAL PAPER (for certificates) 500's/ream	<b>1,210.00</b>		
					605.00	<b>1,210.00</b>
206	packs	20	SPECIALTY PAPER, board, green, long, 10's/pack	<b>6,270.00</b>		
					26.00	<b>520.00</b>
207	packs	15	SPECIALTY PAPER, board, blue, long, 10's/pack	<b>4,702.50</b>		
					26.00	<b>390.00</b>
209	packs	4	SPECIALTY PAPER, white, Legal, 10's/pack	<b>220.00</b>		
					26.00	<b>104.00</b>
210	pcs.	34	STAMP PAD , felt pad, 60mm x 100mm	<b>4,250.00</b>		
					36.00	<b>1,224.00</b>
211	bts.	18	STAMP PAD INK, violet, 50 ml	<b>1,692.00</b>		
					94.00	<b>1,692.00</b>
214	pcs.	17	STAPLE REMOVER, plier type	<b>1,589.50</b>		
					93.50	<b>1,589.50</b>
216	boxes	288	STAPLE WIRE, standard #35, 500's/box	<b>9,028.80</b>		
					31.35	<b>9,028.80</b>
217	boxes	20	STAPLE WIRE, heavy duty, 23/13	<b>1,100.00</b>		
					55.00	<b>1,100.00</b>
219	pcs.	32	STAPLER, heavy duty with plier/remover attach	<b>4,800.00</b>		
					150.00	<b>4,800.00</b>
220	packs	59	STICKER PAPER, legal, assorted, 10 pcs/pack	<b>8,437.00</b>		
					143.00	<b>8,437.00</b>
221	packs	20	STICKER PAPER, yellow green, 10 pcs/pack	<b>1,400.00</b>		
					65.00	<b>1,300.00</b>
222	packs	2	STICKER PAPER, red, 10 pcs./pack, A4, 80 gsm, matte	<b>140.00</b>		
					65.00	<b>130.00</b>
223	packs	2	STICKER PAPER, white, 10 pcs./pack, A4, 80gsm, matte	<b>140.00</b>		
					68.00	<b>136.00</b>
224	packs	16	STICKER PAPER, A4 size, 10 pcs./pack, high gloss finish	<b>1,120.00</b>		
					70.00	<b>1,120.00</b>
225	packs	14	STICKER PAPER, green, 10 pcs./pack, A4, 80 gsm, matte	<b>980.00</b>		
					65.00	<b>910.00</b>
226	packs	14	STICKER PAPER, yellow, 10 pcs./pack, A4, 80 gsm, matte	<b>980.00</b>		
					65.00	<b>910.00</b>
233	pcs.	10	STOP WATCH	<b>8,000.00</b>		
					760.00	<b>7,600.00</b>
234	boxes	2	TACKER WIRE	<b>440.00</b>		
					215.00	<b>430.00</b>
235	pcs.	14	Tape, dispenser heavy duty, table top	<b>2,520.00</b>		
					180.00	<b>2,520.00</b>
237	rolls	184	TAPE, packaging, 48mm, 50 meters length	<b>4,048.00</b>		
					22.00	<b>4,048.00</b>
238	rolls	269	TAPE, transparent, 24mm, 50 meters	<b>2,959.00</b>		
					11.00	<b>2,959.00</b>
239	rolls	125	TAPE, transparent, 48mm, 50 meters	<b>2,750.00</b>		
					22.00	<b>2,750.00</b>
240	pcs.	97	TAPE, double sided, 1"	<b>9,700.00</b>		
					68.00	<b>6,596.00</b>
241	rolls	32	TAPE, double sided, 2", 50 meters length	<b>4,800.00</b>		
					150.00	<b>4,800.00</b>

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242	rolls	16	TAPE, double sided, 1/2"	640.00	39.00	624.00
243	rolls	88	TAPE, double sided, 1/4"	3,520.00	35.00	3,080.00
244	packs	179	TOILET TISSUE, 12 rolls per pack	21,480.00	120.00	21,480.00
			<b>TOTAL . . . . .</b>			<b>1,008,465.00</b>


**NOW THIS CONTRACT AGREEMENT WITNESSETH AS FOLLOWS:**


1. In this CONTRACT AGREEMENT, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as part of this CONTRACT AGREEMENT, to wit:
  - A. Bid Form and Price Schedule;
  - B. Schedule of Requirements;
  - C. Technical Specifications;
  - D. General Conditions of Contract;
  - E. Special Conditions of Contract;
  - F. Notice of Award of Contract and the Contractor's "conforme";
  - G. Performance Security; and
  - H. Approved BAC Resolution Recommending for Awarding of the Project: Procurement of **Consolidated Office Supplies for 2<sup>nd</sup> & 3<sup>rd</sup> Quarter CY 2018**, USeP Obrero Campus, Davao City to **VS Tay, Inc.**


IN WITNESS whereof, the parties thereto have caused this CONTRACT AGREEMENT to be executed on the day and year first before written.

**UNIVERSITY OF SOUTHEASTERN PHILIPPINES (USeP):**

**VS TAY Inc.**

  
**LOURDES C. GENERALAO**  
 President

  
**GERALDINE G. TAY**  
 Corporate Secretary

  
**MA. LUISA B. FAUNILLAN**  
 Vice President for Administration

WITNESSED BY:

\_\_\_\_\_

Certified Funds Available:

  
**MR. ROLANDO B. ENRIQUEZ**  
 Finance Director, USeP

REPUBLIC OF THE PHILIPPINES)  
City of Davao ) SS

**ACKNOWLEDGMENT**

BEFORE ME, as the Notary Public for and within the City of Davao, personally appeared

Name	Valid I.D.	Date/Place Issued
Dr. Lourdes C. Generalao	GSIS ID # 006-0085-6444-5	Davao City
Ms. Geraldine G. Tay	_____	_____

Known to me to be the same persons who executed the foregoing CONTRACT and AGREEMENT and they acknowledged to me that the same is their true act and deed for and in behalf of the parties they represented.

This instrument consists of eight (8) pages, including this page, on which this acknowledgement is written duly signed by the contracting parties and their witnesses on the margin of this page and on the other pages.

**NOV 28 2018**

IN WITNESS WHEREOF, I have hereunto affixed my Signature and Official Seal this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

GERALDINE G. TAY  
VS Tay, Inc.  
Corporate Secretary

MR. ROLANDO B. ENRIQUEZ  
Finance Director, USep

UNIVERSITY OF SOUTHERN PHILIPPINES (USep)  
L. LOURDES C. GENERALAO  
VP for Administration  
President

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Series of 2018



ATTY. RYAN ERIK C. SANTIAGO  
Notary Public  
Comm. Serial No. 2017-0052-2018 until 31 December 20  
Roll of Attorneys No. 58867  
PTR No. 9482870 • 01/03/10 (2018) • Davao City  
IBP No. 030507 • 01/10/10 (2018) • Davao City  
TIN No. 409-994-798  
MCLE Compliance No. V-0010098  
47-M, Gen. Melvar St., Davao City