



## NOTICE TO PROCEED

MARCH 20, 2024

**MS. MARY ANN MANALANG**

Contractor

Mary Ann P. Manalang

Maligaya Science City of Muñoz, N.E.

Dear Sir/Madam,

In accordance with our signed Purchase Order/Contract, notice is hereby given to Mary Ann P. Manalang to proceed with the Procurement of Labor for Manual Harvesting, Threshing, and Hauling under SB 24-01-10/AL T24-01-0044B under PO # 4-03-007. We will be expecting delivery of the items indicated in the PO not later than 10 calendar days upon receipt of purchase order.

In relation thereto, you are hereby responsible for performing the services or delivering the goods under the terms and conditions of the PO.

Please acknowledge receipt and acceptance of this notice by signing the space provided below. Kindly return a signed copy thru fax ((044) 456-0650), email (bacsecretariatpri@gmail.com), or courier to the Philippine Rice Research Institute, Business Development Division.

Thank you very much.

Very truly yours,

**Karen Eloisa T. Barroga**  
DED DEV

## ACKNOWLEDGEMENT

I acknowledge receipt of this Notice on: 3/20/2024

Name of the Representative of the Bidder: MARY ANN MANALANG

Authorized Signature: *Manalang*

**For Contract Management Use Only**

Issued/Served

Conformed

Delivery Confirmed

Database Updated



CONTRACT OF SERVICE

2024-03-0071

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Service is made and entered by and between the:

**PHILIPPINE RICE RESEARCH INSTITUTE**, a government-owned and controlled corporation with original charter and with office address at Maligaya, Science City of Muñoz, Nueva Ecija, herein represented by **EDUARDO JIMMY P. QUILANG**, OIC, DED for Research, hereinafter referred to as "**PhilRice**";

-and-

**MARY ANN MANALANG** with address at Maligaya, Science City of Muñoz, Nueva Ecija, hereinafter referred to as "**Contractor**";

**-WITNESSETH-**

Whereas, **PhilRice** is in need of the services of the **Contractor** who shall render services which the regular personnel of PhilRice; cannot perform;

Whereas the **Contractor** as independent contractor possesses the requisite education, experience, training and skills required and is ready, willing and able to efficiently perform the job as prescribed; warrants that he is not related within the third degree of consanguinity or affinity to the Executive Director of **PhilRice**, the signatories of this contract, the requisitioner, or the immediate supervisor; has not been previously dismissed from the government service; has not already reached the compulsory retirement age of sixty-five (65); and agrees to comply with PhilRice and government rules and regulations.

Now, therefore, for and in consideration of the foregoing premises **PhilRice** and the **Contractor** agreed to the following terms and conditions of the contract of service:

1. The **Contractor** by his own independent means and methods and under minimum guidance and supervision shall render service for the period **March 20-May 14, 2024** which may be terminated by PhilRice at anytime for any valid reason, to perform the following functions:  
**Straight contract for manual harvesting of 25ha BDD Seed Production Area (Foundation and Registered Seeds) threshing and bagging of harvested seeds and hauling of threshed seeds from field to warehouse and straight contract for hauling of approximately 9,000 bags harvested-threshed (combine) seeds and palay.**
2. The **Contractor** shall comply with the PhilRice Intellectual Property Policy and its implementing guidelines, and specifically, to: disclose promptly to PhilRice any intellectual property or any information thereto which he may solely or jointly with others discover, generate or create in the performance of this contract, or with the use of PhilRice funds, facilities, or services; do all things necessary to assist PhilRice in protecting and commercializing the intellectual property; use any proprietary information on any intellectual property of PhilRice only in the performance of this contract; and employ all reasonable precautions to assure that they are not disclosed to unauthorized persons or used in an unauthorized manner, both during this contract or affiliation; and for a period of five (5) years after this contract.
3. The **Contractor** shall comply with the Integrated Management System (IMS) Rules, Environmental Policy, Procedures, Programs and Projects of PhilRice. The contractor shall pay P500.00 per violation of IMS rules and regulations, to be paid directly to the PhilRice cashier.
4. In consideration of services actually rendered by the **Contractor** as certified by the Head of Division or unit, in accordance with the time and schedule to be imposed, **PhilRice** shall pay to the **Contractor** the amount of **Six hundred sixty nine thousand five hundred Pesos Only (P669,500.00)**, payable based on progress billings. Any uncompleted task shall be performed beyond the contract period at no additional cost to PhilRice.






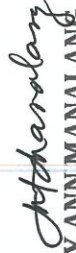
5. This contract does not create an employer-employee relationship between **PhilRice** and the **Contractor**, the services rendered hereunder are not considered as Government service; and that the latter is not entitled to benefits enjoyed by the regular personnel of **PhilRice**. **PhilRice** however is not precluded from granting incentives due to excellent organizational performance from time to time, subject to availability of funds, and the existing auditing rules and regulations.

6. Disbursement of funds under this contract shall be in accordance with existing government accounting and auditing rules and regulations.

7.  
8. The exclusive venue for any legal action arising from this contract shall be the Municipal Trial Court of the Science City of Muñoz or the Regional Trial Court of Baloc, Sto. Domingo, Nueva Ecija.


**IN WITNESS WHEREOF**, both parties have hereto set their hands this \_\_\_ day of \_\_\_ at Maligaya, Science City of Muñoz, Nueva Ecija.

  
**SOPHIA T. BORJA**  
**PhilRice**  
ID Number: 02-1103  
Date Issued: November 2002  
Place Issued: PhilRice

  
**MARY ANN MANALANG**  
**Contractor**  
ID Number:  
Date Issued:  
Place Issued:

  
**MAUREEN P. CAPISTRANO**  
Witness

**Signed in the presence of:**  
  
**JOSE A. ORCINO**  
Witness

*Certified funds available in the amount of PhP 669,500.00*  
  
  
**MARY GRACE D. CORPUZ**  
Accountant

In **SCIENCE CITY OF MUÑOZ**, Philippines, this **MAR 21 2024**, 2024 personally appeared to me, **MARY ANN MANALANG** with his Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ who is known to me and to me known to be the same person who executed the foregoing instrument and acknowledge to me under oath the same in his true and voluntary deed.

WITNESS MY HAND AND SEAL, on the date and place above written.

Doc. No. **184**  
Page No. **57**  
Book No. **419**  
Series of 2024

  
**RODOLFO T. TOBIAS**  
Notary Public  
Until December 31, 2024  
Notarial Commission No. SD2023-092  
PTR No. 8308055.01-02-2024  
Science City of Muñoz, Nueva Ecija  
Roll No. 39824  
MCLE Compliance No. VIII-0001315



**NOTICE OF AWARD**

Date: MAR 14 2024

**MS. MARY ANN MANALANG**

Contractor  
Mary Ann P. Manalang  
Maligaya Science City of Munoz,  
N.E.

Dear Sir/Madam,

We are pleased to inform you that PhilRice awarded you the procurement of the following with reference to your quotation for PR Reference Number 2024-02-0032, .

PARTICULARS	DEPT/OFFICE	TOTAL AMOUNT
Procurement of Labor for Manual Harvesting, Threshing, and Hauling	Business Development Division (BDD)	Php669,500.00

We shall send an approved Purchase Order for the said project at the soonest possible time.

Please acknowledge receipt of this Notice by signing the conforme portion in the space provided below and re-fax or email back to us at bacsecretariatpri@gmail.com within three (3) days from receipt hereof.

For any queries, please coordinate with the Procurement Management Division (PMD) Office at telephone number (044) 456-0650.

Thank you very much.

Very truly yours,

  
**Karen Eloisa T. Barrogay**  
DED DEV

Conforme:  
  
MARY ANN MANALANG  
SIGNATURE OVER PRINTED NAME  
Mary Ann P. Manalang

03-14-24  
Date and Time of Receipt

