



Standard Form Number: SF-GOOD-48
Revised on: May, 2004

Notice of Award


November 6, 2024

MS. JUDITH M. DOLLISON
Proprietress
WRITESHOP ENTERPRISES
Poblacion, Bacon Dist.
Sorsogon City

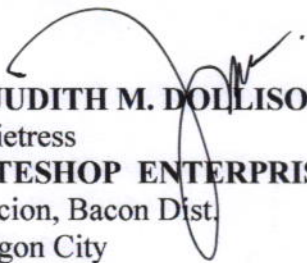
Dear Ms. Dollison,

Based on the BAC Resolution recommending Award which was approved , we are pleased to inform you that the **SUPPLY AND DELIVERY OF I.T. EQUIPMENT FOR USE AT THE OFFICE OF COUNCILOR RAVANILLA** in the amount of *Fifty-Four Thousand Nine Hundred Ninety Pesos & 0/100 (Php 54,990.00) Only* is hereby awarded to you.

Very truly yours,


MA. ESTER E. HAMOR
City Mayor

Conforme:


MS. JUDITH M. DOLLISON
Proprietress
WRITESHOP ENTERPRISES
Poblacion, Bacon Dist.
Sorsogon City

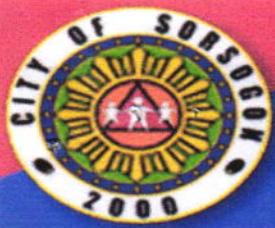
Date: 11-6-24

CIVIL SECURITY UNIT
LGU-Sorsogon City
RECEIVED
NOV 20 2024
BY: 

CITY PUBLIC MARKET OFFICE
LGU-Sorsogon City
RECEIVED
NOV 20 2024
BY: 




BACON SALES OFFICE
LGU-Sorsogon City
RECEIVED
NOV 20 2024
BY: 
CIP 15470/21/06/1165



CITY OF SORSOGON

Office of the City Mayor

Standard Form Number: SF-GOOD-56
Revised on: May 24, 2004

NOTICE TO PROCEED

November 18, 2024

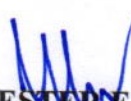
MS. JUDITH M. DOLLISON
Proprietress
WRITESHOP ENTERPRISES
Poblacion, Bacon Dist.
Sorsogon City

Dear Ms. Dollison:

The attached Contract Agreement having been approved, notice is hereby given to **WRITESHOP ENTERPRISES** that delivery may commence on the **SUPPLY AND DELIVERY OF I.T. EQUIPMENT FOR USE AT THE OFFICE OF COUNCILOR RAVANILLA** effective immediately .

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below.

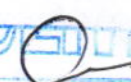
Very truly yours,

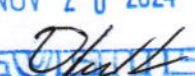

MA. ESTER E. HAMOR
City Mayor

I acknowledge receipt of this Notice on 11-18-24

Name of the Representative of the Bidder: _____

Authorized Signature:  _____

CIVIL SECURITY UNIT
LGU-Sorsogon City
RECEIVED
NOV 20 2024
BY: 

CITY PUBLIC MARKET OFFICE
LGU-Sorsogon City
RECEIVED
NOV 20 2024
BY: 

BACON SATELITE OFFICE-CSU
LGU-Sorsogon City
RECEIVED
NOV 20 2024
BY: 

CERTIFICATION INTERNATIONAL
ISO 9001:2015
CIP /5470/21/06/1165



CITY OF SORSOGON

Office of the City Mayor

CONTRACT AGREEMENT

Contract No. 2024- 1520 S

THIS AGREEMENT made this **7th** day of **November, 2024** between **Ma. Ester E. Hamor**, City Mayor, City of Sorsogon Philippines (hereinafter called the " Entity") of the one part and **JUDITH M. DOLLISON** Proprietress of **WRITESHOP ENTERPRISES** (hereinafter called the "Supplier") of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, **SUPPLY AND DELIVERY OF I.T. EQUIPMENT FOR USE AT THE OFFICE OF COUNCILOR RAVANILLA** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum **Fifty-Four Thousand Nine Hundred Ninety Pesos & 0/100 (Php 54,990.00) Only** (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

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.**

In consideration for the sum of **Fifty-Four Thousand Nine Hundred Ninety Pesos & 0/100 (Php 54,990.00) Only** or such other sums as may be ascertained, **WRITESHOP ENTERPRISES** agrees to viz **SUPPLY AND DELIVERY OF I.T. EQUIPMENT FOR USE AT THE OFFICE OF COUNCILOR RAVANILLA** in accordance with his/her/its Bid.

WITNESS

MA. ESTER E. HAMOR
CITY MAYOR

BACON SATELITE OFFICE-CSU
LGU-Sorsogon City
NOV 20 2024

CITY PUBLIC MARKET OFFICE
LGU-Sorsogon City
NOV 20 2024

JUDITH M. DOLLISON
Proprietress
NOV 20 2024

Handwritten signatures and initials of Ma. Ester E. Hamor and Judith M. Dollison.

4. The City Government of Sorsogon 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.


MA. ESTER E. HAMOR

City Mayor

for:

CITY GOVERNMENT OF SORSOGON


JUDITH M. DOLLISON

Proprietress

for:

WRITESHOP ENTERPRISES

ACKNOWLEDGEMENT

REUBLIC OF THE PHILIPPINES)
PROVINCE OF SORSOGON)
CITY OF SORSOGON)

BEFORE ME this DEC 13 2024 day _____, 2024 in the City of Sorsogon, Province of Sorsogon, Philippines, personally appeared :

| NAME | TAX IDENTIFICATION NUMBER |
|--------------------|---------------------------|
| MA. ESTER E. HAMOR | 948-889-852 |

Known to me to be the same persons who executed the forgoing instrument and acknowledged to me that the same is free and voluntary act and deed of the entities which they represent respectively.

This instrument, is a CONTRACT consisting of two (2) page (exclusive of attachments) including page on which this acknowledgement is written and signed by the parties hereto on the left margin of each and every page thereof and their witness, and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand the day, the year and place above written.

Doc No. 163 ;
Page No. 33 ;
Book No. 39 ;
Series of 2024 ;


NOTARY PUBLIC
ATY. **ANTONIO GIGANTUCA**
Notary Public
R.O. No. 60495; 03/23/2012
BIR NO. 566531, 11/09/2023; For the year 2024
PTR No. 6889264; 11/24/2023; Expire Dec 2024
MCLE Compliance: Approved by DOJ on July 2024
Notarial Commission No. 2023-363
Valid until December 31, 2025