



# CITY OF SORSOGON

Office of the City Mayor



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

## Notice of Award

November 22, 2024

**MS. WILDA DURAN DELA TORRE**  
Proprietress  
**MINDCONCEPT SOLUTIONS**  
Purok 7, California Village  
Tuburan, Ligao City

Dear Ms. Dela Torre,

Based on the BAC Resolution recommending Award which was approved , we are pleased to inform you that the **PROVISION OF SOFTWARE/DATA BASE MANAGEMENT SYSTEM FOR DEVELOPMENT OF INFORMATION AND DATABASE GENERATION FOR CDRMO**, in the amount of *Five Hundred Thousand Pesos & 0/100 (P 500,000.00) Only* is hereby awarded to you.

Very truly yours,

**MA. ESTER E. HAMOR**,  
City Mayor

Conforme:

*by Wilda Duran*  
**MS. WILDA DURAN DELA TORRE**  
Proprietress  
**MINDCONCEPT SOLUTIONS**  
Purok 7, California Village  
Tuburan, Ligao City

Date: 11. 22. 24

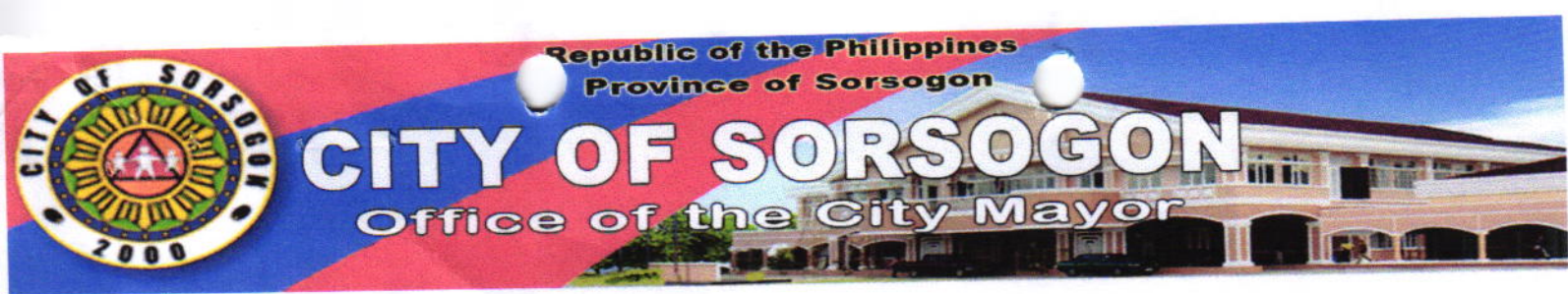
CIVIL SECURITY UNIT  
LGU-Sorsogon City  
**RECEIVED**  
NOV 28 2024  
BY: *[Signature]*

CITY PUBLIC MARKET OFFICE  
LGU-Sorsogon City  
**RECEIVED**  
NOV 28 2024  
BY: *[Signature]*

BACON SATELITE OFFICE-CSU  
LGU-Sorsogon City  
**RECEIVED**  
NOV 28 2024  
BY: *[Signature]*



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



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

### NOTICE TO PROCEED

November 26, 2024

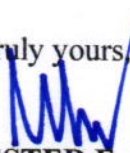
**MS. WILDA DURAN DELA TORRE**  
Proprietress  
**MINDCONCEPT SOLUTIONS**  
Purok 7, California Village  
Tuburan, Ligao City

Dear Ms. Dela Torre,

The attached Contract Agreement having been approved, notice is hereby given to **MINDCONCEPT SOLUTIONS** that delivery may commence on the **PROVISION OF SOFTWARE/DATA BASE MANAGEMENT SYSTEM FOR DEVELOPMENT OF INFORMATION AND DATABASE GENERATION FOR CDRRMO** effective from receipt of this notice.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the City Government of Sorsogon.

Very truly yours,

  
**MA. ESTER E. HAMOR**,  
City Mayor

I acknowledge receipt of this Notice on 11-26-24

Name of the Representative of the Bidder: ESTER VANE D. MENTANA  
MINDCONCEPT SOLUTIONS

Authorized Signature: \_\_\_\_\_

**CIVIL SECURITY UNIT**  
LGU-Sorsogon City  
**RECEIVED**  
NOV 28 2024  
BY: \_\_\_\_\_

**CITY PUBLIC MARKET OFFICE**  
LGU-Sorsogon City  
**RECEIVED**  
NOV 28 2024  
BY: \_\_\_\_\_

**REGIONAL SATELITE OFFICE-CSU**  
LGU-Sorsogon City  
**RECEIVED**  
NOV 28 2024  
BY: \_\_\_\_\_  
  
  
CIP /5470/21/06/1165



Contract No. 2024- 1658 SVP

### CONTRACT AGREEMENT

THIS AGREEMENT made this **25th** day of **November, 2024** between **Ma. Ester E. Hamor , City Mayor, City of Sorsogon** Philippines ( hereinafter called the “ Entity” ) of the one part and **WILDA DURAN DELA TORRE** Proprietress of **MINDCONCEPT SOLUTIONS** ( hereinafter called the “Supplier” ) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz **PROVISION OF SOFTWARE/DATA BASE MANAGEMENT SYSTEM FOR DEVELOPMENT OF INFORMATION AND DATABASE GENERATION FOR CDRRMO**, and has accepted a Bid by the Supplier for the supply of those goods and services in the **Five Hundred Thousand Pesos & 0/100 (P 500,000.00) 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

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;

Performance Security;

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 **Five Hundred Thousand Pesos & 0/100 (P 500,000.00) Only** or such other sums as may be ascertained, **MINDCONCEPT SOLUTIONS** agrees to viz **PROVISION OF SOFTWARE/DATA BASE MANAGEMENT SYSTEM FOR DEVELOPMENT OF INFORMATION AND DATABASE GENERATION FOR CDRRMO**, in accordance with his/her/its Bid.

WITNESS  
Ma. Ester E. Hamor  
City Mayor

MA. ESTER E. HAMOR  
CITY MAYOR

BAYAN SATELITE OFFICE-CSU  
LGU-Sorsogon City

NOV 28 2024

CITY PUBLIC MARKET OFFICE  
LGU-Sorsogon City

NOV 28 2024

WILDA DURAN DELA TORRE  
Proprietress

CITY SECURITY UNIT  
LGU-Sorsogon City

NOV 28 2024

WILDA DURAN DELA TORRE  
Proprietress

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**

**WILDA DURAN DELA TORRE**

Proprietress

for:

**MINDCONCEPT SOLUTIONS**

**ACKNOWLEDGEMNT**

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

BEFORE ME this JAN 23 2025 day \_\_\_\_\_,  in the City of Sorsogon, Province of Sorsogon, Philippines, personally appeared :

NAME

TAX IDENTIFICATION NUMBER

MA. ESTER E. HAMOR  
WILDA DURAN DELA TORRE

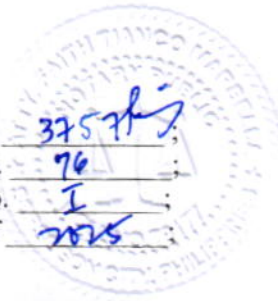
948-889-852  
PhilHealth I.D. No. 10-025157152-4

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. 375  
Page No. 76  
Book No. I  
Series of 2025



NOTARY PUBLIC

