



CITY OF SORSOGON

Office of the City Mayor



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

Notice of Award


May 28, 2025

Ms. JUDITH M. DOLLISON
Proprietor
WRITESHOP ENTERPRISES
G/F Fernando's Mall
Rizal St, Sorsogon City

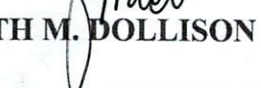
Dear Ms. Dollison,

Based on the BAC Resolution recommending Award which was approved , we are pleased to inform you that the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CITY MAYOR'S OFFICE** in the amount of *Ninety Five Thousand Seven Hundred Sixty Pesos (₱ 95,760.00)* **Only** is hereby awarded to you.


Very truly yours,


MA. ESTER E. HAMOR
City Mayor

Conforme:


Ms. JUDITH M. DOLLISON
Proprietor
WRITESHOP ENTERPRISES
G/F Fernando's Mall
Rizal St, Sorsogon City

Date: 5-28-25

CIVIL SECURITY UNIT
LGU-Sorsogon City
RECEIVED
JUN 02 2025
BY: 

CITY PUBLIC MARKET OFFICE
LGU-Sorsogon City
RECEIVED
JUN 02 2025
BY: 

BACON SATELITE OFFICE-CSU
LGU-Sorsogon City
RECEIVED
JUN 02 2025
BY: 




CIP /5470/21/06/1165



CITY OF SORSOGON

Office of the City Mayor

Contract No. 2025- 465 S

CONTRACT AGREEMENT

THIS AGREEMENT made this 29th day of May ,2025 between Ma. Ester E. Hamor , City Mayor, City of Sorsogon Philippines (hereinafter called the " Entity") of the one part and JUDITH M. DOLLISON Authorized Representative of WRITESHOP ENTERPRISES (hereinafter called the "Supplier") of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CITY MAYOR'S OFFICE** during the State of Health Emergency and has accepted a Bid by the Supplier for the supply of those goods and services in the sum **Ninety Five Thousand Seven Hundred Sixty Pesos (₱ 95,760.00) 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;

- iii. 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;

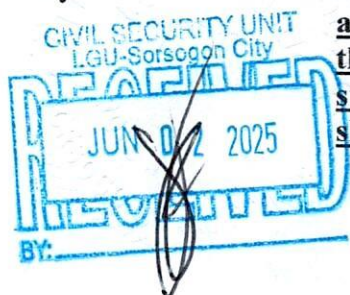
- iii. Performance Security;

- 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.**

WITNESS

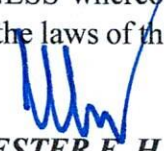
MA. ESTER E. HAMOR
CITY MAYOR



3. In consideration for the sum of sum Ninety Five Thousand Seven Hundred Sixty Pesos (₱ 95,760.00) Only or such other sums as may be ascertained, **WRITESHOP ENTERPRISES** agrees to viz **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CITY MAYOR'S OFFICE** in accordance with his/her/its Bid.

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


JUDITH M. DOLLISON
Proprietor

for: **CITY GOVERNMENT OF SORSOGON** for: **WRITESHOP ENTERPRISES**

ACKNOWLEDGEMNT

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

BEFORE ME this _____ day MAY 30 2025, 2025 in the City of Sorsogon, Province of Sorsogon, Philippines, personally appeared :

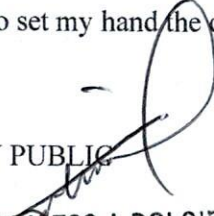
| NAME | TAX IDENTIFICATION NUMBER |
|--------------------|---------------------------|
| MA. ESTER E. HAMOR | 948-889-852 |

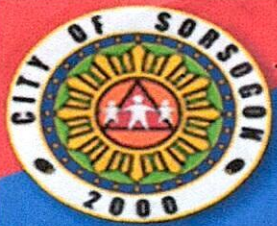
Known to me to be the same persons who executed the forgoing instrument and acknowledged to me that the same is free and voluntary act and deed of the entities which they represent respectively.

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. 136 ;
Page No. 28 ;
Book No. 1 ;
Series of 207 ;


NOTARY PUBLIC
ATTY. PRINCESS J. DOLOIRAS
NOTARY PUBLIC
N.C. No. 2025-402 valid until December 31, 2026
Rol No. 94739; 01/24/2025
IBP No. 522080; 01/28/2025
PTR No. 07253876; 01/27/2025
MCLE Compliance: Exempted
M.H. Del Pilar St., Talisay, Sorsogon City, Sorsogon



CITY OF SORSOGON

Office of the City Mayor

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

NOTICE TO PROCEED

May 30, 2025

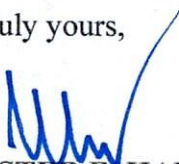
Ms. JUDITH M. DOLLISON
Proprietor
WRITESHOP ENTERPRISES
G/F Fernando's Mall
Rizal St, Sorsogon City

Dear Ms. Dollison,

The attached Contract Agreement having been approved, notice is hereby given to **WRITESHOP ENTERPRISES** that delivery may commence on **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CITY MAYOR'S OFFICE** 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 5-30-25

Name of the Representative of the Bidder: Judith M. Dollison

Authorized Signature: 

