



# CITY OF SORSOGON

Office of the City Mayor

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

## Notice of Award

November 25, 2021

**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 **PROCUREMENT OF OFFICE SUPPLIES FOR USE THE OFFICE OF COUN. LUBIANO** in the amount of **Three Hundred Thousand Pesos (P 300,000.00)** 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: 11/25/21

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ccw. Jones  
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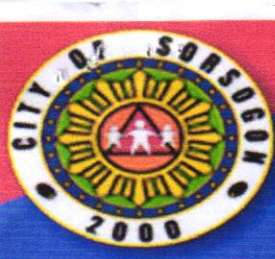
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# CITY OF SORSOGON

Office of the City Mayor

## CONTRACT AGREEMENT

Contract No. 259-2021

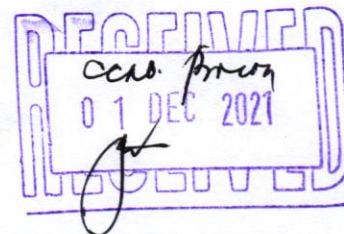
THIS AGREEMENT made this **26th** day of **November**, **2021** between **Ma. Ester E. Hamor**, **City Mayor, City of Sorsogon** Philippines ( hereinafter called the " Entity" ) of the one part and **JUDITH M. DOLLISON** Authorized Partner of **WRITESHOP ENTERPRISES** ( hereinafter called the "Supplier" ) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, **PROCUREMENT OF OFFICE SUPPLIES FOR USE THE OFFICE OF COUN. LUBIANO** 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 **Three Hundred Thousand Pesos (P 300,000.00)** (hereinafter called "the Contract Price").

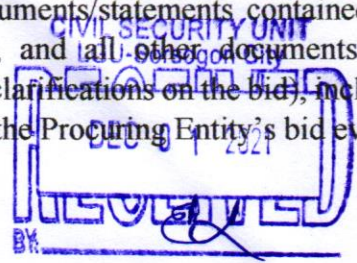
NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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.**

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BY: [Signature]  
DATE: 12-1-21

3. In consideration for the sum of **Three Hundred Thousand Pesos (P 300,000.00)** or such other sums as may be ascertained, **WRITESHOP ENTERPISES** agrees to viz **PROCUREMENT OF OFFICE SUPPLIES FOR USE THE OFFICE OF COUN. LUBIANO** in accordance with his/her/its Bid.

WITNESS

MA. ESTER E. HAMOR  
CITY MAYOR

JUDITH M. DOLLISON  
Proprietor