



# CITY OF SORSOGON

Office of the City Mayor

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

## NOTICE TO PROCEED

August 8, 2022

**MR. FRANZ JOSEF TORREFIEL ENCISO**  
Proprietor  
JEF SCHOOL AND OFFICE SUPPLIES DEPOT  
1ST ST OLV BIBINCAHAN SORSOGON CITY  
Sorsogon City

Dear Mr. Enciso:

The attached Contract Agreement having been approved, notice is hereby given to **JEF SCHOOL AND OFFICE SUPPLIES DEPOT** that delivery may commence on the **SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR USE OF THE OFFICE OF THE SP SECRETARY**, 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           8/8/22          

Name of the Representative of the Bidder: \_\_\_\_\_

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

**RECEIVED**  
CIP-BACON  
11 AUG 2022  






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

## Notice of Award

August 4, 2022

**MR. FRANZ JOSEF TORREFIEL ENCISO**  
Proprietor  
JEF SCHOOL AND OFFICE SUPPLIES DEPOT  
1ST ST OL V BIBINCAHAN SORSOGON CITY  
Sorsogon City

Dear Mr. Enciso:

Based on the BAC Resolution recommending Award which was approved , we are pleased to inform you that the **SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR USE OF THE OFFICE OF THE SP SECRETARY** in the amount of **Ninety Nine Thousand Nine Hundred Eighty Pesos (P 99,980.00) Only** is hereby awarded to you.

Very truly yours,

*elhamor*

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

Conforme:

**MR. FRANZ JOSEF TORREFIEL ENCISO**  
Proprietor  
JEF SCHOOL AND OFFICE SUPPLIES DEPOT  
1ST ST OL V BIBINCAHAN SORSOGON CITY  
Sorsogon City

Date: *elhamor*

**RECEIVED**  
*elhamor*  
**11 AUG 2022**  
*elhamor*

CIVIL SECURITY UNIT  
LGU-Sorsogon City  
**RECEIVED**  
**AUG 11 2022**  
**RECEIVED**  
BY: *[Signature]*

**CPMU**  
**SORSOGON CITY**  
**RECEIVED**  
BY: *[Signature]*  
DATE: *8-11-22*





# CITY OF SORSOGON

Office of the City Mayor

Contract No. 1366-2022 S

## CONTRACT AGREEMENT

THIS AGREEMENT made this **5th** day of **August**, **2022** between **Ma. Ester E. Hamor**, City Mayor, City of Sorsogon Philippines ( hereinafter called the " Entity" ) of the one part and **FRANZ JOSEF TORREFIEL ENCISO** proprietor of **JEF SCHOOL AND OFFICE SUPPLIES DEPOT** ( hereinafter called the "Supplier" ) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz **SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR USE OF THE OFFICE OF THE SP SECRETARY** 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 Nine Thousand Nine Hundred Eighty Pesos (P 99,980.00) Only** (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

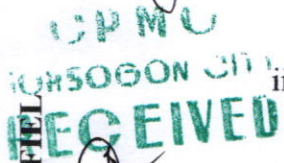
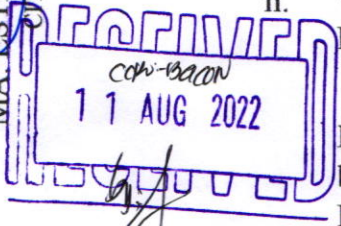
1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be 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;
  - iv. Performance Security;
  - v. 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.**

3. In consideration for the sum of **Ninety Nine Thousand Nine Hundred Eighty Pesos (P 99,980.00) Only** or such other sums as may be ascertained, **JEF SCHOOL AND OFFICE SUPPLIES DEPOT** agrees to viz **SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR USE OF THE OFFICE OF THE SP SECRETARY** in accordance with his/her/its Bid.

NANCY D. ...  
HEAD BAWNESS TARIAT

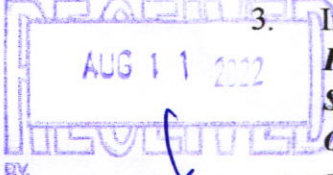
9/15/2022

MA. ESTER E. HAMOR  
CITY MAYOR



FRANZ JOSEF TORREFIEL  
ENCISO  
Proprietor


CIVIL SECURITY UNIT  
30-3 Sorsogon City




BY: [Signature]

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

  
**FRANZ JOSEF TORREFIEL ENCISO**  
Proprietor

for:  
**CITY GOVERNMENT OF SORSOGON**

for:  
**JEF SCHOOL AND OFFICE  
SUPPLIES DEPOT**

**ACKNOWLEDGEMNT**

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

BEFORE ME this AUG 05 2022 day \_\_\_\_\_, 2022 in the City of Sorsogon,  
Province of Sorsogon, Philippines, personally appeared :

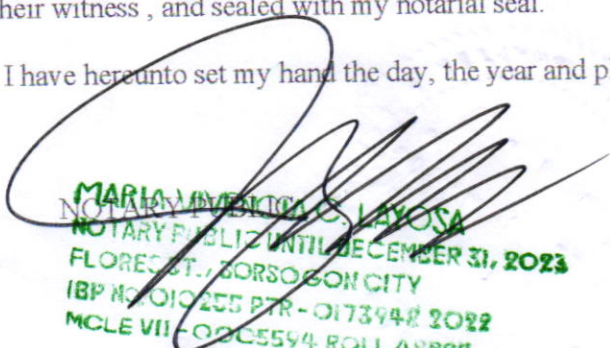
NAME	TAX IDENTIFICATION NUMBER
MA. ESTER E. HAMOR	948-889-852

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. 472 ;  
Page No. 96 ;  
Book No. 264 ;  
Series of 2022 ;

  
**MARIA INES O. LAYOSA**  
NOTARY PUBLIC UNTIL **DECEMBER 31, 2023**  
FLORES ST., SORSOGON CITY  
IBP NO. 010255 PTR - 0173442 2022  
MCLE VII - 0205594 ROLL 48288