



CITY OF SORSOGON

Office of the City Mayor

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

Notice of Award

October 3, 2022

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 OFFICE SUPPLIES FOR USE AT THE OFFICE OF COUN. BRYAN PINGUL** in the amount of **Four Hundred Twenty Five Thousand Six Hundred Twenty Six Pesos (P425,626.00)** is hereby awarded to you.

Very truly yours,

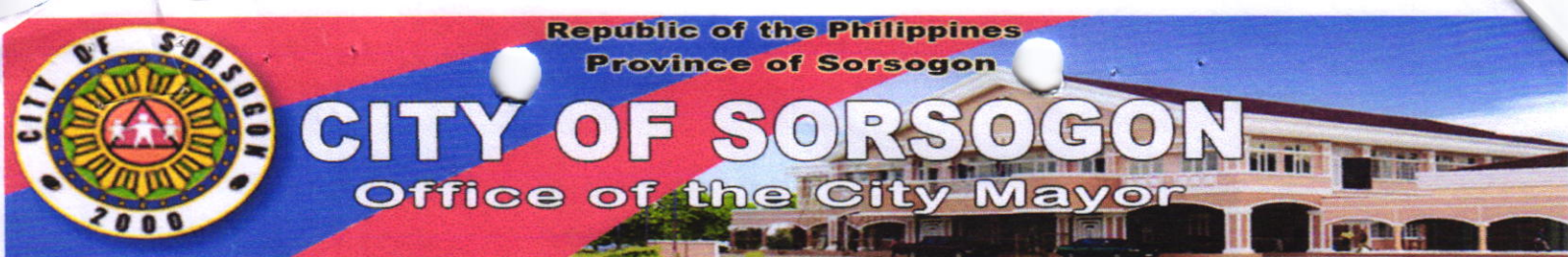
MA. ESTER E. HAMOR
City Mayor

Conforme:

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

Date: 10/3/2022





Contract No. 1875-2022 S

CONTRACT AGREEMENT

THIS AGREEMENT made this 4th day of **October**, 2022 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, **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE AT THE OFFICE OF COUN. BRYAN PINGUL** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum **Four Hundred Twenty Five Thousand Six Hundred Twenty Six Pesos (P425,626.00)** (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
 - 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 **Four Hundred Twenty Five Thousand Six Hundred Twenty Six Pesos (P425,626.00)** or such other sums as may be ascertained, **WRITESHOP ENTERPRISES** agrees to viz **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE AT THE OFFICE OF COUN. BRYAN PINGUL** in accordance with his/her/its Bid.

NANCY D. CABALLERO
HEAD BAC-SECRETARIAT
WITNESS

MA. ESTER E. HAMOR
CITY MAYOR

JUDITH M. DOLLISON
Proprietor



CITY OF SORSOGON

Office of the City Mayor

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

NOTICE TO PROCEED

October 5, 2022

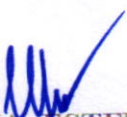
MS. JUDITH M. DOLLISON
Proprietress
WRITESHOP ENTERPRISES
Poblacion, Bacon Dist.
Sorsogon City

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 OFFICE SUPPLIES FOR USE AT THE OFFICE OF COUN. BRYAN PINGUL**, 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 10/5/22

Name of the Representative of the Bidder: _____

Authorized Signature: 