



# CITY OF SORSOGON

Office of the City Mayor

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

## NOTICE TO PROCEED

May 20, 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. MA. THERESA PERDIGON**, 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           rhohon            
Name of the Representative of the Bidder:           Judith M. Dollison            
Authorized Signature:           [Signature]          

CIVIL SECURITY UNIT  
LGU-Sorsogon City  
**RECEIVED**  
MAY 27 2022  
BY:           [Signature]          

**CPMO**  
**SORSOGON CITY**  
**RECEIVED**  
BY:           [Signature]            
DATE:           27-27-22          

  
  
CIP /5470/21/06/1165  
**RECEIVED**  
          [Signature]            
27 MAY 2022



# CITY OF SORSOGON

Office of the City Mayor

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

## Notice of Award

May 19, 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. MA. THERESA PERDIGON** in the amount of **One Hundred Ninety Nine Thousand Seven Hundred Sixty Pesos (P 199,760.00 )** 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: slahon

RECEIVED  
Cec. Mayor  
27 MAY 2022

CIVIL SECURITY UNIT  
LGU-Sorsogon City  
RECEIVED  
MAY 27 2022  
BY:

CPMO  
SORSOGON CITY  
RECEIVED  
BY:   
DATE: 05-27-22





# CITY OF SORSOGON

Office of the City Mayor

Contract No. 1117-2022

## CONTRACT AGREEMENT

THIS AGREEMENT made this 20<sup>th</sup> day of May, 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. MA. THERESA PERDIGON** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum **One Hundred Ninety Nine Thousand Seven Hundred Sixty Pesos (P 199,760.00)** (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.

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.**

In consideration for the sum of **One Hundred Ninety Nine Thousand Seven Hundred Sixty Pesos (P 199,760.00)** 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. MA. THERESA PERDIGON** in accordance with his/her/its Bid.

NANCY B. CABALLERO  
HEAD BAC WITNESSARIAT

RECEIVED  
C.M. Hamor  
27 MAY 2022

MA. ESTER E. HAMOR  
CITY MAYOR


CPMU  
SORSOGON CITY  
RECEIVED

JUDITH M. DOLLISON  
Proprietor

CIVIL SECURITY UNIT  
LGU-Sorsogon City  
RECEIVED  
MAY 27 2022

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. ESPER E. HAMOR**

City Mayor

for:

**CITY GOVERNMENT OF SORSOGON**

  
**JUDITH M. DOLLISON**

Proprietor

for:

**WRITESHOP ENTERPRISES**

#### ACKNOWLEDGEMNT

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

BEFORE ME this NOV 03 2022 day, 2022 in the City of Sorsogon, Province of Sorsogon, Philippines, personally appeared :

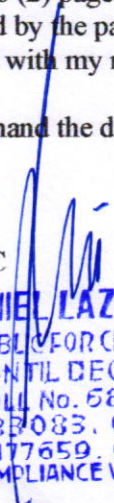
NAME	TAX IDENTIFICATION NUMBER
MA. ESTER E. HAMOR	948-889-852

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.

NOTARY PUBLIC

  
**ATTY. DANIEL LAZONA JEJILLOS**  
NOTARY PUBLIC FOR CITY OF SORSOGON  
VALID UNTIL DEC. 31, 2022  
ROLL No. 58073  
IBP No. 127083, 01-03-22  
PTR No. 0177659, 01-04-22  
MCLE COMPLIANCE VII-0015267

Doc No. 2446 ;  
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Series of 2022