



# CITY OF SORSOGON

Office of the City Mayor



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

## Notice of Award

March 9, 2023

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

Dear Ms. Dollison:

We are happy to notify you that your Bid dated March 2, 2023 for the **FABRICATION, SUPPLY AND DELIVERY OF TRICYCLE FRANCHISE PLATES & STICKER** with Contract No. Number **GS 2023-02-009**, for the Contract Price equivalent to **Three Million Eighty Two Thousand One Hundred Pesos ( Php 3,082,100.00 ) Only**, as corrected and modified. You are hereby required to provide within ten (10) days the performance security in the form and the amount stipulated in the Instructions to Bidders. Failure to provide the performance security shall constitute sufficient ground for cancellation of this award and forfeiture of the bid security.

Very truly yours,

**MA. ESTERVE. HAMOR**  
City Mayor

Conforme:

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

Date: slahors

*CCRD BAYOGI*  
**RECEIVED**  
22 MAR 2023

**CIVIL SECURITY UNIT**  
LGU-Sorsogon City  
**RECEIVED**  
MAR 22 2023

**CPMO**  
**SORSOGON CITY**  
**RECEIVED**  
BY: [Signature]  
DATE: 3-22-23



4. The City Government of Sorsogon agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

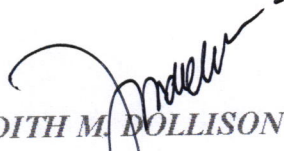
IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

  
MA. ESTER E. HAMOR

City Mayor

for:

**CITY GOVERNMENT OF SORSOGON**

  
JUDITH M. DOLLISON

Owner

for:

**WRITESHOP ENTERPRISES**

#### ACKNOWLEDGEMNT

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

APR 12 2023

BEFORE ME this \_\_\_\_\_ day \_\_\_\_\_, 2023 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. 957 ;  
Page No. 92 ;  
Book No. 71 ;  
Series of 2023

  
NOTARY PUBLIC  
ATTY. ADOLF M. GIGANTOCA  
M.H. Del Pilar St., Talisay, Sorsogon City  
NOTARY PUBLIC  
NC No. 2022-324; 05/27/2022 - 12/31/2023  
Roll of Atty. No. 60495; 03/23/2012  
IBP No. 811681; 02/09/2023  
PTR No. 1443434; 02/09/2023  
MCLE COMPLIANCE NO. VII-0000032; 6/11/2021



**Contract Agreement**  
**No. B- 2023-006-GS**

THIS AGREEMENT made this **10th** day of **March**, 2023 between **Ma. Ester E. Hamor**, City Mayor, City of Sorsogon Philippines ( hereinafter called the " Entity" ) of the one part and **MS. JUDITH M. DOLLISON** Proprietor of **WRITESHOP ENTERPRISES** ( hereinafter called the "Supplier" ) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz **FABRICATION, SUPPLY AND DELIVERY OF TRICYCLE FRANCHISE PLATES & STICKER** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Three Million Eighty Two Thousand One Hundred Pesos ( Php 3,082,100.00 ) 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;  
  
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 **Three Million Eighty Two Thousand One Hundred Pesos ( Php 3,082,100.00 ) Only** or such other sums as may be ascertained, **WRITESHOP ENTERPRISES** agrees to **FABRICATION, SUPPLY AND DELIVERY OF TRICYCLE FRANCHISE PLATES & STICKER** in accordance with his/her/its Bid.

NANCY D. CABALLERO  
HEAD BAC - SECRETARIAT

WITNESS

MA. ESTER E. HAMOR  
CITY MAYOR

JUDITH M. DOLLISON  
Proprietor

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*

*for:*

**CITY GOVERNMENT OF SORSOGON**

  
**JUDITH M. DOLLISON**

*Owner*

*for:*

**WRITESHOP ENTERPRISES**

#### ACKNOWLEDGEMNT

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

**APR 12 2023**

BEFORE ME this \_\_\_\_\_ day \_\_\_\_\_, 2023 in the City of Sorsogon, Province of Sorsogon, Philippines, personally appeared :

NAME

TAX IDENTIFICATION NUMBER

MA. ESTER E. HAMOR

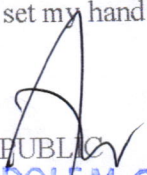
948-889-852

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Roll of Atty. No. 60495; 03/23/2012  
IBP No. 811661; 02/09/2023  
PTR No. 1443453; 02/09/2023  
MCLE COMPLIANCE NO. VII-0003372; 6/11/2021



# CITY OF SORSOGON

Office of the City Mayor



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

## NOTICE TO PROCEED

March 13, 2023

**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 **FABRICATION, SUPPLY AND DELIVERY OF TRICYCLE FRANCHISE PLATES & STICKER**, effective on **March 10, 2023**.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the City Government of Sorsogon.

Very truly yours,

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

CCRD Bacon  
**RECEIVED**  
22 MAR 2023

I acknowledge receipt of this Notice on 3/14/23

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

Authorized Signature:

CIVIL SECURITY UNIT  
LGU-Sorsogon City  
**RECEIVED**  
MAR 22 2023

**CPMO**  
**SORSOGON CITY**  
**RECEIVED**  
BY: [Signature]  
DATE: 3-22-23

