

Republic of the Philippines  
Province of Sorsogon

# CITY OF SORSOGON

Office of the City Mayor

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

## Notice of Award

March 2, 2023

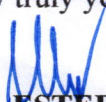
**MR. RICHARD L. LOSANTAS**

Authorized Representative  
PHILCOPY CORPORATION  
G/F Coastway Building  
F Imperial Street, Extension Barangay 18  
Legazpi City

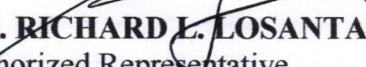
Dear Mr. Losantas:

Based on the BAC Resolution recommending Award which was approved, we are pleased to inform you that the **SUPPLY AND DELIVERY OF 5 SETS TONER CONSUMABLES FOR CMO PHOTOCOPYING MACHINE** in the amount of **Two Hundred Eighty Five Thousand Three Hundred Pesos (P285,300.00)** is hereby awarded to you.

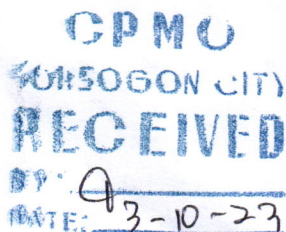
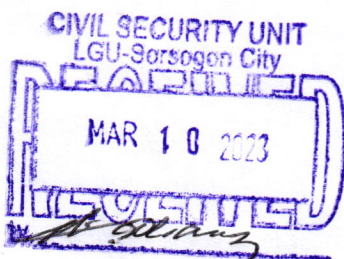
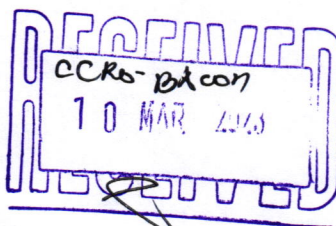
Very truly yours,

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

Conforme:

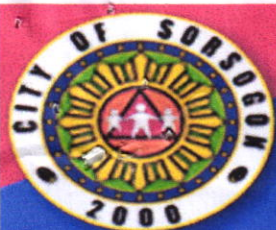
  
**MR. RICHARD L. LOSANTAS**  
Authorized Representative  
PHILCOPY CORPORATION  
G/F Coastway Building  
F Imperial Street, Extension Barangay 18  
Legazpi City

Date: 3/2/2023



CIP /5470/21/06/1165





# CITY OF SORSOGON

## Office of the City Mayor

Contract No. 2023-498 S

### CONTRACT AGREEMENT

THIS AGREEMENT made this **3rd** day of **March**, **2023** between **Ma. Ester E. Hamor**, City Mayor, City of Sorsogon Philippines ( hereinafter called the " Entity" ) of the one part and **RICHARD L. LOSANTAS** Authorized Representative of **PHILCOPY CORPORATION** ( hereinafter called the "Supplier" ) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz **SUPPLY AND DELIVERY OF 5 SETS TONER CONSUMABLES FOR CMO PHOTOCOPYING MACHINE** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum **Two Hundred Eighty Five Thousand Three Hundred Pesos (P285,300.00)** (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;

Performance Security;

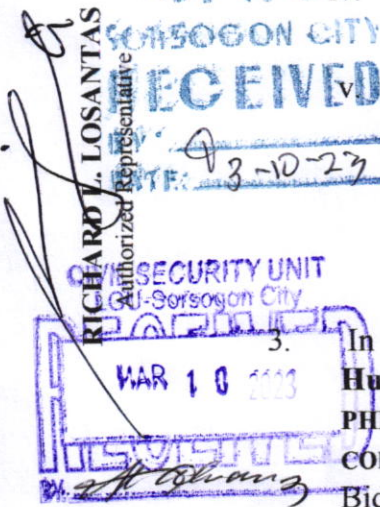
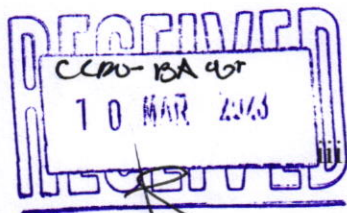
- iv. Notice of Award of Contract; and the Bidder's conforme thereto; and

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.**

In consideration for the sum of **Two Hundred Eighty Five Thousand Three Hundred Pesos (P285,300.00)** or such other sums as may be ascertained, **PHILCOPY CORPORATION** agrees to **SUPPLY AND DELIVERY OF 5 SETS TONER CONSUMABLES FOR CMO PHOTOCOPYING MACHINE** in accordance with his/her/its Bid.

NANCY D. CABALLERO  
HEAD BAC - SECRETARIAT  
WITNESS

MA. ESTER E. HAMOR  
CITY MAYOR





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**

  
**RICHARD L. LOSANTAS**

Authorized Representative

for:

**PHILCOPY CORPORATION**

#### ACKNOWLEDGEMNT

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

BEFORE ME this MAY 22 2023 day 22, 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.

  
NOTARY PUBLIC

Doc No. 486 ;  
Page No. 89 ;  
Book No. LXXIV ;  
Series of 2023 ;

**ATTY. ADOLFO A. ENCISO, JR.**  
**NOTARY PUBLIC**  
**UNTIL DECEMBER 31, 2023**  
**ROLL OF ATTORNEY'S NO. 59929**  
**IBP NO. 170178; 12-13-2021**  
**PTR NO. 0172004; 12-28-2021**  
**SORSOGON CITY**



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

## NOTICE TO PROCEED

March 6, 2023

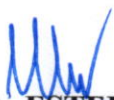
**MR. RICHARD L. LOSANTAS**  
Authorized Representative  
**PHILCOPY CORPORATION**  
G/F Coastway Building  
F Imperial Street, Extension Barangay 18  
Legazpi City

Dear Mr. Losantas:

The attached Contract Agreement having been approved, notice is hereby given to **PHILCOPY CORPORATION** that delivery may commence on the **SUPPLY AND DELIVERY OF 5 SETS TONER CONSUMABLES FOR CMO PHOTOCOPYING MACHINE**, effective immediately.

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

I acknowledge receipt of this Notice on 3/7/2023

Name of the Representative of the Bidder: RICHARD LOSANTAS

Authorized Signature: 

