



CITY OF SORSOGON

Office of the City Mayor



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

Notice of Award

May 4, 2023

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 & DELIVERY OF OFFICE SUPPLIES FOR THE OFFICE OF COUN. LUBIANO** in the amount of **Two Hundred Three Thousand Pesos (Php 203,000.00)** 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

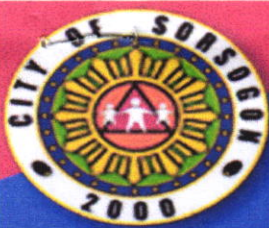
Date: 5/4/2023

RECEIVED
18 MAY 2023

CIVIL SECURITY UNIT
LGU-Sorsogon City
RECEIVED
MAY 18 2023
BY:

CPMO
SORSOGON CITY
RECEIVED
BY:





CITY OF SORSOGON

Office of the City Mayor

Contract No. 2023- 1047 SVP

CONTRACT AGREEMENT

THIS AGREEMENT made this **5th** day of **May, 2023** between **Ma. Ester E. Hamor**, City Mayor, City of Sorsogon Philippines (hereinafter called the " Entity") of the one part and **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, **SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR THE OFFICE OF COUN. LUBIANO** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum **Two Hundred Three Thousand Pesos (P 203,000.00)** (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

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 Three Thousand Pesos (P 203,000.00)** or such other sums as may be ascertained, **WRITESHOP ENTERPRISES** agrees to viz **SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR THE OFFICE OF COUN. LUBIANO** in accordance with his/her Bid.

NANCY D. CABALLERO
HEAD-BAG-SECRETARIAT
WITNESS

MA. ESTER E. HAMOR
CITY MAYOR

JUDITH M. DOLLISON
Proprietor


CPMO
SORSOGON CITY
RECEIVED
BY: [Signature]
DATE: 05-18-23


CIVIL SECURITY UNIT
LGU-Sorsogon City
MAY 18 2023

CCPO-ISA Bid
18 MAY 2023

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


JUDITH M. DOLLISON
Proprietor

for:


for:

CITY GOVERNMENT OF SORSOGON

WRITESHOP ENTERPRISES

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF SORSOGON)
CITY OF SORSOGON)

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

NAME
MA. ESTER E. HAMOR

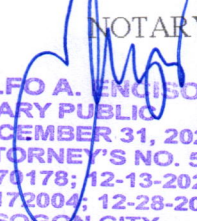
TAX IDENTIFICATION NUMBER
948-889-852

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. 282 ;
Page No. 48 ;
Book No. XXX ;
Series of W13 ;

NOTARY PUBLIC

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



CITY OF SORSOGON

Office of the City Mayor

NOTICE TO PROCEED

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

May 8, 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 **SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR THE OFFICE OF COUN. LUBIANO**, 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 5/18/23

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

Authorized Signature:

CIVIL SECURITY UNIT
LOU-Sorsogon City
MAY 18 2023

CPMO
SORSOGON CITY
RECEIVED
BY: AS-18-23
DATE: 5-18-23



RECEIVED
18 MAY 2023