



CITY OF SORSOGON

Office of the City Mayor

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

Notice of Award

June 1, 2023

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

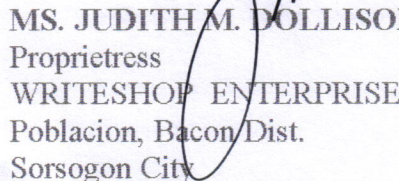
Dear Ms. Dollison:

Based on the BAC Resolution recommending Award which was approved , we are pleased to inform you that the repeat order for the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE IN THE OFFICE OF COUN. BALDON** in the amount of **Three Hundred Thousand Pesos (Php 300,000.00)** is hereby awarded to you.

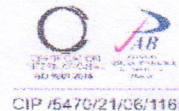
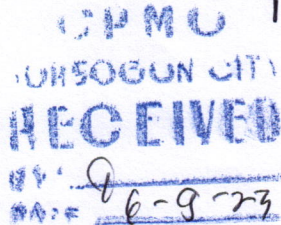
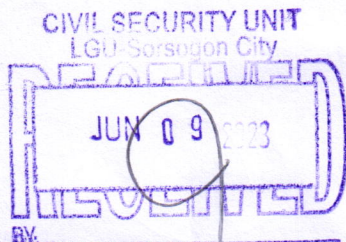
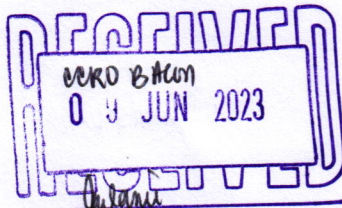
Very truly yours,

MA. ESTER E. HAMOR
City Mayor

Conforme:


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

Date: 6/1/23





CITY OF SORSOGON

Office of the City Mayor

CONTRACT AGREEMENT

Contract No. 2023-1243 S

THIS AGREEMENT made this **2nd** day of **June**, **2023** 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:

WITNESS

WHEREAS the Entity invited Bids for certain goods and ancillary services, **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE IN THE OFFICE OF COUN. BALDON** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum **Three Hundred Thousand Pesos (P 300,000.00)** (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;

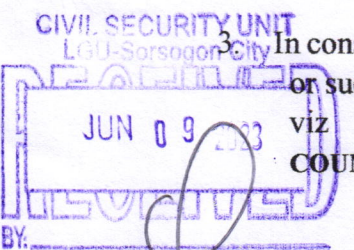
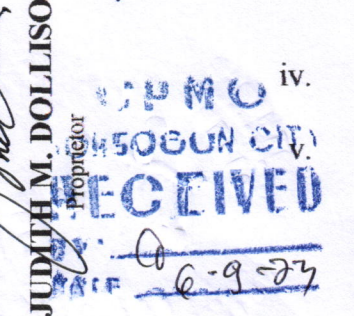
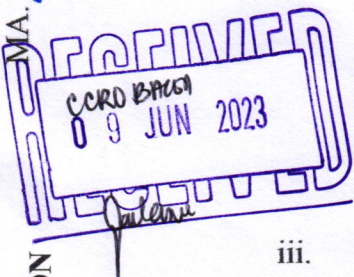
- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and

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 **Three Hundred Thousand Pesos (P 300,000.00)** or such other sums as may be ascertained, **WRITESHOP ENTERPRISES** agrees to **VIZ SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE IN THE OFFICE OF COUN. BALDON** in accordance with his/her/its Bid.

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

Proprietor

for:

WRITESHOP ENTERPRISES

ACKNOWLEDGEMENT

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

JUN 08 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.

ATTY. ADOLF M. GIGANTOCA
M.H. Del ROSARIO, Sorsogon City
NOTARY PUBLIC

NC No. 2022-324; 05/27/2022 - 12/31/2023

Roll of Atty. No. 60415; 08/23/2012

IBP No. 811691; 02/09/2023

PTR No. 1443434; 02/09/2023

MOLE COMPLIANCE NO. VII-0003332; 6/11/2021

Doc No. 382 ;
Page No. 77 ;
Book No. 32 ;
Series of 2023 ;



CITY OF SORSOGON

Office of the City Mayor

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

NOTICE TO PROCEED

June 5, 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 AND DELIVERY OF OFFICE SUPPLIES FOR USE IN THE OFFICE OF COUN. BALDON**, 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 6/6/23

Name of the Representative of the Bidder: _____

Authorized Signature: _____

CIVIL SECURITY UNIT
LGU-Sorsogon City
RECEIVED
JUN 8 9 2023
BY: _____

CPMO
SORSOGON CITY
RECEIVED
BY: _____
DATE: 6-9-23

RECEIVED
LCRO Bldg
09 JUN 2023
BY: _____



CIP /5470/21/06/1165