



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

## Notice of Award

November 30, 2023

**MR. FRANCIS JOHN Q. OLIVA**  
Proprietor  
**FO & JO SCHOOL & OFFICE SUPPLIES TRADING**  
#2 Block 192 Alegre Street, Nogales Compound  
Barangay Balogo, Sorsogon City

Dear Mr. Oliva:

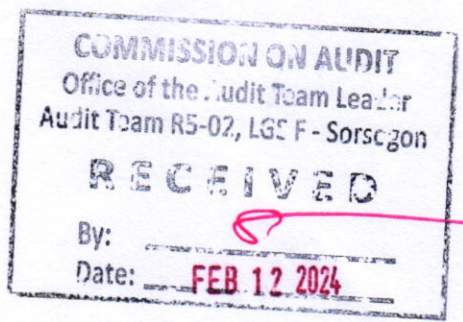
Based on the BAC Resolution recommending Award which was approved, we are pleased to inform you that the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE @ COA** in the amount of **One Hundred Seventy-Five Thousand Two Hundred Fifty-Four (Php 175,254.00)** is hereby awarded to you.

Very truly yours,

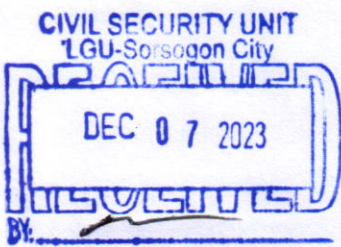
**MA. ESTER E. HAMOR**  
City Mayor

Conforme:

**MR. FRANCIS JOHN Q. OLIVA**  
Proprietor  
**FO & JO SCHOOL & OFFICE SUPPLIES TRADING**  
#2 Block 192 Alegre Street, Nogales Compound  
Barangay Balogo, Sorsogon City



Date: 11-30-23





# CITY OF SORSOGON

Office of the City Mayor



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

## NOTICE TO PROCEED

December 4, 2023

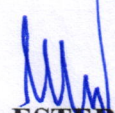
**MR. FRANCIS JOHN Q. OLIVA**  
Proprietor  
**FO & JO SCHOOL & OFFICE SUPPLIES TRADING**  
#2 Block 192 Alegre Street, Nogales Compound  
Barangay Balogo, Sorsogon City

Dear Mr. Oliva:

The attached Contract Agreement having been approved, notice is hereby given to **FO & JO SCHOOL & OFFICE SUPPLIES TRADING** that catering may commence on **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE @ COA**, effective immediately.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below.

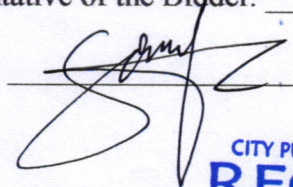
Very truly yours,

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

COMMISSION ON AUDIT  
Office of the Audit Team Leader  
Audit Team R5-02, LGS F - Sorsogon  
**RECEIVED**  
By: \_\_\_\_\_  
Date: **FEB 12 2024**

I acknowledge receipt of this Notice on 12-4-23

Name of the Representative of the Bidder: \_\_\_\_\_

Authorized Signature:  \_\_\_\_\_

CITY PUBLIC MARKET OFFICE  
**RECEIVED**  
Received by:   
Date & Time: 12-7-23



CIVIL SECURITY UNIT  
LGU-Sorsogon City  
**RECEIVED**  
DEC 07 2023

**RECEIVED**  
*oliva*  
DEC 07 2023

Contract No. 2023-2534 S

## CONTRACT AGREEMENT

THIS AGREEMENT made this **1st day of December, 2023** between **Ma. Ester E. Hamor**, **City Mayor, City of Sorsogon** Philippines ( hereinafter called the “ Entity” ) of the one part and **FRANCIS JOHN Q. OLIVA** proprietor of **FO & JO SCHOOL & OFFICE SUPPLIES TRADING** ( hereinafter called the “Supplier” ) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE @ COA** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **One Hundred Seventy-Five Thousand Two Hundred Fifty-Four (Php 175,254.00)** ( 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.:

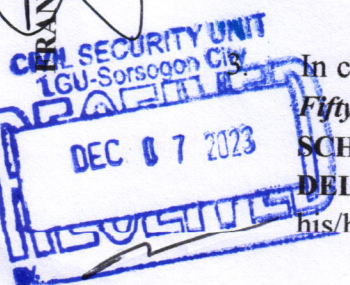
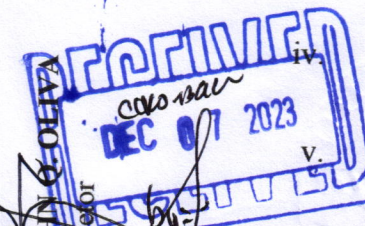
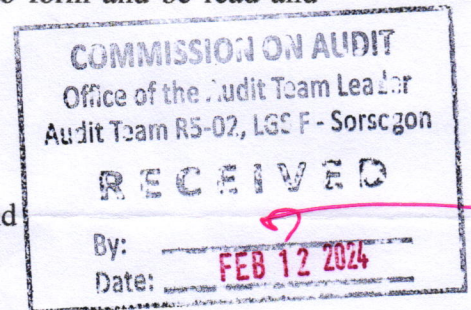
- i. Philippine Bidding Documents (PBDs);
  - i. Schedule of Requirements;
  - ii. Technical Specifications;
  - iii. General and Special Conditions of Contract; and
  - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial 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 **One Hundred Seventy-Five Thousand Two Hundred Fifty-Four (Php 175,254.00)** or such other sums as may be ascertained, **FO & JO SCHOOL & OFFICE SUPPLIES TRADING** \_\_\_ agrees to **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE @ COA** in accordance with his/her/its Bid.



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**

**FRANCIS JOHN Q. OLIVA**

Proprietor

for:

**FO & JO SCHOOL & OFFICE SUPPLIES TRADING**

**ACKNOWLEDGEMNT**

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

BEFORE ME this FEB 12 2024 day, 2023 in the City of Sorsogon, Province of Sorsogon, Philippines, personally appeared :

NAME	TAX IDENTIFICATION NUMBER
MA. ESTER E. HAMOR	948-889-852
Francis John Oliva	nat ID no . 4859 - 7041 - 0937 - 9625

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. JOEL E. FULGUERAS**

Notary Public - Sorsogon City until Dec 31, 2025  
Roll No. 63054

Natarial Commission No. 2023-366  
IBP Lifetime No. 015624 01-06-2017 Pasig City  
PTR No. 5191838 01-02-2024 Sorsogon

MCLE Compliance No. VII-0000954 09-26-2019 Pasig City  
B. Flores St., Piot Sorsogon City

Doc No. 180 ;  
Page No. 27 ;  
Book No. III ;  
Series of 12024 ;