

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

## Notice of Award

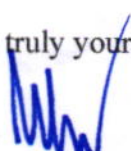
February 20, 2025

**Mr. ROY A. MANGUBAT**  
Proprietor  
NEEDINK SALES & SERVICES  
Ground Floor Arevalo Bldg.  
#4 Elizondo St. Brgy.29  
Sabang, Legaspi City


Dear Mr. Mangubat,

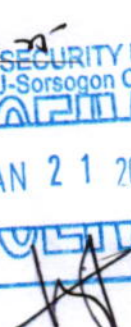
Based on the BAC Resolution recommending Award which was approved , we are pleased to inform you that the SUPPLY AND DELIVERY OF TONER CARTRIDGE FOR PHOTOCOPIER FOR USE AT BAC OFFICE in the amount of One Hundred One Thousand Pesos ( ₱ 101,000.00 ) Only is hereby awarded to you.

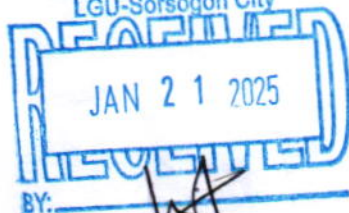
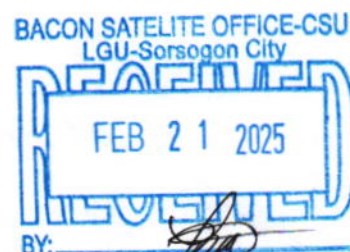
Very truly yours,

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

Conforme:

  
**Mr. ROY A. MANGUBAT**  
Proprietor  
NEEDINK SALES & SERVICES  
Ground Floor Arevalo Bldg.  
#4 Elizondo St. Brgy.29  
Sabang, Legaspi City

Date: 2-20-25  
  
CIVIL SECURITY UNIT  
LGU-Sorsogon City







# CITY OF SORSOGON

Office of the City Mayor

Contract No. 2025-2118 SVP

## CONTRACT AGREEMENT

THIS AGREEMENT made this 21<sup>st</sup> day of February, 2025 between Ma. Ester E. Hamor, City Mayor, City of Sorsogon Philippines ( hereinafter called the " Entity" ) of the one part and ROY A. MANGUBAT Authorized Representative of NEEDINK SALES & SERVICES ( hereinafter called the "Supplier" ) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz **SUPPLY AND DELIVERY OF TONER CARTRIDGE FOR PHOTOCOPIER FOR USE AT BAC OFFICE** during the State of Health Emergency and has accepted a Bid by the Supplier for the supply of those goods and services in the sum **One Hundred One Thousand Pesos ( ₱ 101,000.00 ) 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;

Performance Security;

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.**

WITNESS

MA. ESTER E. HAMOR  
CITY MAYOR

BACON SATELITE OFFICE-CSU  
LGU-Sorsogon City

FEB 21 2025

BY:

CITY PUBLIC MARKET OFFICE  
LGU-Sorsogon City

FEB 21 2025

ROY A. MANGUBAT  
Proprietor

CIVIL SECURITY UNIT  
LGU-Sorsogon City

JAN 21 2025



3. In consideration for the sum of sum One Hundred One Thousand Pesos ( P 101,000.00 ) Only or such other sums as may be ascertained, NEEDINK SALES & SERVICES agrees to viz **SUPPLY AND DELIVERY OF TONER CARTRIDGE FOR PHOTOCOPIER FOR USE AT BAC OFFICE** in accordance with his/her/its Bid.

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**



**ROY A. MANGUBAT**

*Proprietor*

*for:*

**NEEDINK SALES & SERVICES**

**ACKNOWLEDGEMNT**

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

**LEGAZPI CITY**

**13 MAR 2025**

BEFORE ME this \_\_\_\_\_ day \_\_\_\_\_, 2025 in the City of **LEGAZPI CITY**  
Province of Sorsogon, Philippines, personally appeared :

NAME

TAX IDENTIFICATION NUMBER

♥ MA. ESTER E. HAMOR  
ROY A. MANGUBAT

948-889-852  
PRC ID # 0031565

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. KATE PAULINE M. LOFAMIA**

*Notary Public*

For Legazpi City and Province of Albay  
NP 2024-13 : Until Dec. 31, 2025  
CAL Courtyard Bldg. Rizal St.  
Old Albay District, Legazpi City, Albay  
Roll of Attorney's No. 86279  
IBP No. 507643 : Jan. 14, 2025  
PTR No. 6628730 O : Feb. 05, 2025  
MCLE Compliance No. VIII - 0007409  
Valid until April 14, 2028

Doc No. 416 ;  
Page No. 085 ;  
Book No. I ;  
Series of 20 ;



Standard Form Number: SF-GOOD-56

Revised on: May 24, 2004

### NOTICE TO PROCEED

February 24, 2025

**Mr. ROY A. MANGUBAT**

Proprietor

NEEDINK SALES & SERVICES

Ground Floor Arevalo Bldg.

#4 Elizondo St. Brgy. 29

Sabang, Legaspi City

Dear Mr. Mangubat,

The attached Contract Agreement having been approved, notice is hereby given to **NEEDINK SALES & SERVICES** that delivery may commence on **SUPPLY AND DELIVERY OF TONER CARTRIDGE FOR PHOTOCOPIER FOR USE AT BAC OFFICE** 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 2.24.25

Name of the Representative of the Bidder: ROY A. MANGUBAT

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

