

# CITY OF SORSOGON

Office of the City Mayor

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

## Notice of Award


April 30, 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 COPIER USE AT CITY ENGINEERING OFFICE** in the amount of **Fifty Seven Thousand Pesos ( ₱ 57,000.00) ) 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: 4-30-25







# CITY OF SORSOGON

## Office of the City Mayor

Contract No. 2025-416 SVP

### CONTRACT AGREEMENT

THIS AGREEMENT made this 2<sup>nd</sup> day of May, 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 COPIER USE AT CITY ENGINEERING 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 **Fifty Seven Thousand Pesos ( ₱ 57,000.00 ) 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;

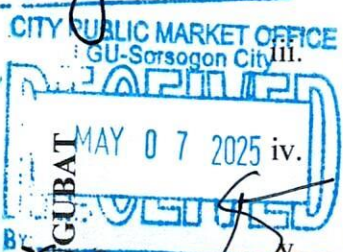
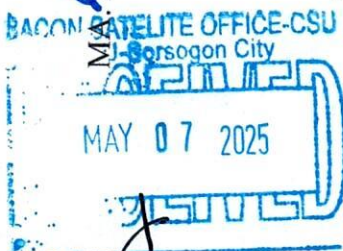
Performance Security;

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



ROY A. MANGUBAT  
Authorized Representative






3. In consideration for the sum of sum Fifty Seven Thousand Pesos (P 57,000.00) ) Only or such other sums as may be ascertained, NEEDINK SALES & SERVICES agrees to viz **SUPPLY AND DELIVERY OF TONER CARTRIDGE FOR COPIER USE AT CITY ENGINEERING 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**

**16 JUL 2025**

**LEGAZPI CITY**

BEFORE ME this \_\_\_\_\_ day \_\_\_\_\_, 2025 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.

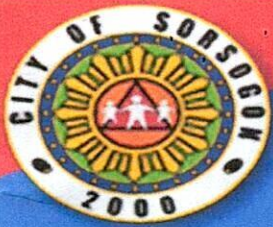
This instrument , is a CONTRACT consisting of two (2) page (exclusive of attachments) including page on which this acknowledgement is written and signed by the parties hereto on the left margin of each and every page thereof and their witness , and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand the day, the year and place above written.

NOTARY PUBLIC **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 Q : Feb. 05, 2025  
MCLE Compliance No. VIII - 0007409  
Valid until April 14, 2028

Doc No. 154 ;  
Page No. 032 ;  
Book No. II ;  
Series of 2025 ;



# CITY OF SORSOGON

Office of the City Mayor

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

## NOTICE TO PROCEED

May 05, 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 the **SUPPLY AND DELIVERY OF TONER CARTRIDGE FOR COPIER USE AT CITY ENGINEERING OFFICE** effective immediately.

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

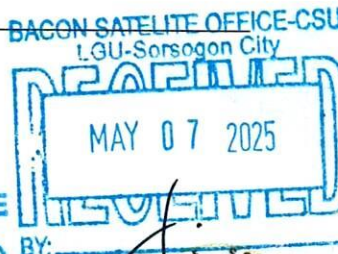
Very truly yours,

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

I acknowledge receipt of this Notice on 5.5.25

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

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



CIP /5470/21/06/1165