

# **SUPPLY & DELIVERY OF A4 BONDPAPER FOR PRINTING OF MODULES**

Local Government Unit of  
Irosin

GOOD-39-2020

Supply & Delivery of A4 Bondpaper for Printing of Modules

Irosin, Sorsogon

Standard Form Number: SF-GOOD-05

Revised on: July 28, 2004

## **INVITATION TO BID**

The Local Government Unit of Irosin, through its Bids & Awards Committee (BAC), invites suppliers/manufacturers/distributors/contractors to apply for eligibility and to bid for the hereunder project:

**Name of Project** : **SUPPLY & DELIVERY OF A4 BONDPAPER FOR PRINTING OF MODULES**

**Brief Description** : **1,252 reams A4 bondpaper(subs 20)**

**Approved Budget for the**

**Contract** : **P**  
**249,961.80**

**Contract Duration** : **30 calendar days**

**Delivery Period** :  
**7 calendar days after the issuance of Notice to Proceed**

**Source of Fund** : **Special Education Fund(SEF)**

Prospective bidders should have experience in undertaking a similar project within the last two years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-qualification and

Award of Contracts shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations(IRR). Prospective bidders must be registered with the PHILGEPS at [www.philgeps.net](http://www.philgeps.net).

The complete schedule of activities is listed, as follows:

<b>Activities</b>	<b>Schedule</b>
Period of Availability of Bid Documents	November 24-30, 2020, 9:00 AM-5:00PM December 1, 2020, 8:00 AM-1:59 PM
Opening of Bids	December 1, 2020, 2:00 PM
Bid Evaluation	December 1, 2020-after the bidding
Post-qualification	December 8-10, 2020, 9:00AM-5:00PM
Notice of Award	December 15, 2020,10:00AM

A complete set of Bidding Documents maybe purchased by interested bidders upon payment of non-refundable fee for the Bidding Documents in the amount of **Five Hundred Pesos (P 500.00)** to the Municipal Treasurer of the Local Government Unit of Irosin. It may also be downloaded from the PHILGEPS website provided that the bidder shall pay the nonrefundable fee for the bidding documents not later than the submission of their bids.

The Local Government Unit of Irosin assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of bids.

The Local Government Unit of Irosin reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Approved by:

**NOEL D. MERCADO II**

BAC Chairman

The BAC Secretariat shall prepare the draft IAEB for approval by the BAC At the pre-procurement conference.

Republic of the Philippines  
Local Government Unit of Irosin  
Municipal Compound, San Julian, Irosin, Sorsogon  
Telefax: (056) 557-3043  
[www.irosin.gov.ph](http://www.irosin.gov.ph)  
[info@irosin.gov.ph](mailto:info@irosin.gov.ph)

### Notice of Award

December 15, 2020

**FATIMA E. LEE**

Proprietor, F.E. Lee Enterprises  
Flores building, Rizal St., Sorsogon City

Madam:

We are happy to notify you that the contract for the **SUPPLY & DELIVERY OF A4 BONDPAPER FOR PRINTING OF MODULES** is awarded to you in the Contract Price equivalent to **TWO HUNDRED FORTY NINE THOUSAND SEVEN HUNDRED SEVENTY FOUR PESOS (P 249,774.00)**.

You are hereby required to provide within ten(10) days the performance security. Failure to provide the performance security shall constitute sufficient ground for cancellation of the award.

Very truly yours,

  
**ALFREDO J. CIELO, JR.**  
Municipal Mayor

Conformed: 

Date: 12/15/2020

The Head of the Procuring Entity, through the Procurement Office/Unit, immediately upon approval of the recommendation for award, shall issue the Notice of Award to the bidder with the LCRB.

Republic of the Philippines  
**MUNICIPALITY OF IROSIN**  
Irosin, Sorsogon

**Contract Agreement**



**THIS AGREEMENT** made the 17<sup>th</sup> day of December, 2020 between **HON. ALFREDO J. CIELO, JR.** of the **Local Government Unit of Irosin** (hereinafter called "the Entity") of the one part and **FATIMA E. LEE** of **F.E. Lee Enterprises of Flores Building, Rizal St., Sorsogon City** (hereinafter called "the Supplier") of the other part.

**WHEREAS** the Entity invited Bids for the **Supply & Delivery of A4 Bondpaper for Printing of Modules** and has accepted a Bid by the Supplier for the supply of those goods in the sum of **Two Hundred Forty Nine Thousand Seven Hundred Seventy Four Pesos (P 249,774.00)**.

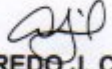
**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

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. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
3. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

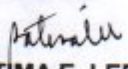
IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, delivered this 17<sup>th</sup> day of December, 2020.


Binding signature of Procuring Entity

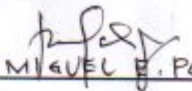
  
**ALFREDO J. CIELO, JR.**  
Municipal Mayor

Binding signature of Supplier

  
**FATIMA E. LEE**  
Proprietor, F.E. Lee Enterprises

Signed in the presence of.

  
\_\_\_\_\_  
**LUCY M. HAMOR**  
PSDS

  
\_\_\_\_\_  
**MIGUEL B. POLO, JR.**



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... ) S.S.



**ACKNOWLEDGEMENT**

BEFORE ME, Notary Public for and in the SORSOGON CITY, personally appeared **Alfredo J. Cielo, Jr.** with Community Tax Certificate No. **09404395** issued on **February 3, 2020** at **Irosin, Sorsogon** in his capacity as **Municipal Mayor** representing the Municipality of Irosin and **Fatima E. Lee** of **Rizal St., Sorsogon City** with \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ to me and to me known to be the same persons who executed the foregoing **CONTRACT AND AGREEMENT** and acknowledge to me are the true act and deed for and in behalf of the parties they represent.

This instrument consist of two pages including this page on which the acknowledgement is written duly signed by the Contracting Parties and their witnesses at the bottom of the instrument and on the left margin of other page.

IN WITNESS WHEREOF, I hereby hereunto affixed my signature and seal this 17<sup>th</sup> day of December, 2020.

**ATTY. ADOLF M. GARGANOGA**  
M.H. Del Pilar St., Irosin, Sorsogon City  
Notary Public

N.C. 2019-3047; 12/20/19  
Roll of Atty. No. 60495; 3/23/12  
IRP No. 085993; 5/29/17  
PTR No. 2514224; 12/1/19  
M.C. Compliance No. VI-070382; 1/17/19

Doc No. 297  
Page No. 29  
Book No. 24  
Series of 2020.

*[Handwritten signatures of the parties and witnesses]*

Number: SF-GOOD-56  
May 24, 2004

Republic of the Philippines  
Local Government Unit of Irosin  
Municipal Compound, San Julian, Irosin, Sorsogon  
Telefax: (056) 557-3043  
[www.irosin.gov.ph](http://www.irosin.gov.ph)  
[bac@irosin.gov.ph](mailto:bac@irosin.gov.ph)

### NOTICE TO PROCEED

December 21, 2020

**FATIMA E. LEE**

Proprietor, F.E. Lee Enterprises  
Flores building, Rizal St., Sorsogon City

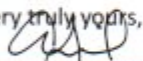
Madam:

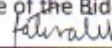
The attached Contract Agreement having been approved, notice is hereby given to **F.E. LEE ENTERPRISES** that work may commence on the **SUPPLY & DELIVERY OF A4 BOND PAPER FOR PRINTING OF MODULES** effective on **DECEMBER 28, 2020**.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Local Government Unit of Irosin.

Very truly yours,

  
**ALFREDO J. CIELO, JR.**  
Local Chief Executive

I acknowledge receipt of this Notice on 12/21/2020  
Name of the Representative of the Bidder: \_\_\_\_\_  
Authorized Signature: 

The Head of the Procuring Entity or his duly authorized representative shall issue the Notice to Proceed within seven(7) calendar days from the date of the approval of the contract.

as the bidder with the lowest price...  
bidder. (IRR-A Section 34.3) The TWG, with the assistance of the secretary...