



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
Bids and Awards Committee

**NOTICE TO PROCEED**

**CHARKIEL ENTERPRISES**  
Muntinlupa City

Dear Sir / Madame:

The attached Contract Agreement having been approved, notice is hereby given **CHARKIEL ENTERPRISES** that the CONTRACT of the City Government of Muntinlupa for the "**Printing of Letterhead, Forms, Brochures, Receipts, Booklets, Certification & Lamp Post Banner/Tarpaulin**", shall commence effective FIVE (5) DAYS after acknowledging receipt hereof.

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

Please acknowledge receipt and acceptance of this notice by signing both copies on the space provided below. Kindly keep one (1) copy and return the other copy to the Bids and Awards Committee Secretariat.

Very truly yours,

  
Hon. **ROZZANO RUFINO B. BIAZON**  
City Mayor

I acknowledge receipt of this Notice on 11-8-2023

Name of the Bidder or Representative marquito P. Padolina

Authorized signature 

**Contract Agreement**

OCT 18 2023

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **CITY GOVERNMENT OF MUNTINLUPA** of the Philippines (hereinafter called "the Entity") of the one part and **CHARKIEL ENTERPRISES** with address at Muntinlupa City (hereinafter called "the Supplier") of the other part;


WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly for the **Printing of Letterhead, Forms, Brochures, Receipts, Booklets, Certification & Lamp Post Banner/Tarpaulin** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **One Million Seven Hundred Thirty One Thousand Two Hundred Fifty Pesos (P1,731,250.00)** (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
  - v. 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.**


3. In consideration for the sum of **One Million Seven Hundred Thirty One Thousand Two Hundred Fifty Pesos (P1,731,250.00)** or such other sums as may be ascertained, **CHARKIEL ENTERPRISES** agrees to the **Printing of Letterhead, Forms, Brochures, Receipts, Booklets, Certification & Lamp Post Banner/Tarpaulin** in accordance with his/her/its Bid.
4. The City Government of Muntinlupa 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.

  
**Hon. ROZZANO RUFINO B. BIAZON**  
 City Mayor  
 for:  
**CITY GOVERNMENT OF MUNTINLUPA**

  
Manolito P. Padolina  
 Supplier  
 for:  
**CHARKIEL ENTERPRISES**

  
Irene Macaraon

Signed in the presence of:  
  
Belinda Blessie Macaraon

**ACKNOWLEDGEMENT**

**OCT 18 2023**

REPUBLIC OF THE PHILIPPINES )  
 CITY OF MUNTINLUPA )

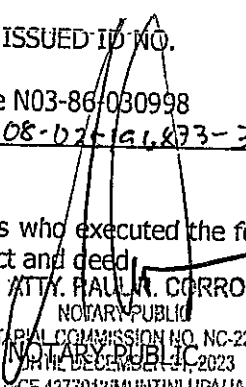
BEFORE ME, a Notary Public for and in Muntinlupa City, this \_\_\_ day of \_\_\_\_\_ 2023, personally appeared:

NAME  
 Hon. ROZZANO RUFINO B. BIAZON  
Manolito P. Padolina

GOVERNMENT ISSUED ID NO.  
 Driver's License N03-86-030998  
Philhealth 08-02-161,873-3

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own voluntary act and deed.

WITNESS MY HAND SEAL.

  
**ATTY. PAULA CORRO**  
 NOTARY PUBLIC  
 NOTARIAL COMMISSION NO. NC-22-047  
 EXPIRES DECEMBER 31, 2023  
 PTR NO. MCF 4377013/MUNTINLUPA/JAN. 5, 2024  
 IBP # 04103/PPLM CHAPTER  
 ROLL NO. 36515  
 2<sup>ND</sup> FLR, PEOPLE'S CENTER BUILDING, MUNTINLUPA CITY HALL  
 CITY GOVERNMENT OF MUNTINLUPA

Doc. No. 13;  
 Page No. 2;  
 Book No. 1011  
 Series of 2023.

REPUBLIC OF THE PHILIPPINES  
Philippine Health Insurance Corporation

PhilHealth  
Your Partner in Health



08-025196873-3  
PADOLINA, MANOLITO PELAEZ  
DECEMBER 29, 1984 - MALE  
UNIT #7 ESTANISLAO ST LAKEVIEW HOMES  
PUTATAN MUNTINLUPA CITY, FOURTH DIST. - 1770



08-025196873-3  
INFORMAL ECONOMY

*Manolito Pelaez*

REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF TRANSPORTATION  
 LAND TRANSPORTATION OFFICE  
**NON-PROFESSIONAL DRIVER'S LICENSE**



Last Name, First Name, Middle Name  
**BIAZON, ROZZANO RUFINO BUNOAN**

License No. Sex Date of Birth Weight (kg) Height (m)  
 PHL M 1969-03/20 103 1.77

Address  
 1119 TAAL ST AYALA ALABANG VILLAGE,  
 MINTLUPA CITY

License No. Expiration Date Agency Code  
 HQS-PS-030998 2023/03/20 1140

Sex of Eyes Eye Color  
 M BROWN

Condition  
 A

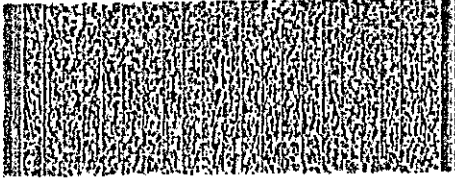
*[Signature]*  
 Signature of Licensee

*[Signature]*  
 EDGAR C. CALVARITE  
 Assistant Secretary

PH ORIGINAL COPIATION  
 I WILL NOT DUPLICATE ANY OTHER  
 IN CASE OF EMERGENCY NOTIFY  
 ADDRESS: MINTLUPA, MINTLUPA CITY  
 TEL. (02) 772-1111

- NOTES:**
1. THIS LICENSE IS VALID FOR THE CLASSIFICATION OF VEHICLE INDICATED THEREON.
  2. THIS LICENSE IS VALID FOR THE CLASSIFICATION OF VEHICLE INDICATED THEREON.
  3. THIS LICENSE IS VALID FOR THE CLASSIFICATION OF VEHICLE INDICATED THEREON.
  4. THIS LICENSE IS VALID FOR THE CLASSIFICATION OF VEHICLE INDICATED THEREON.
  5. THIS LICENSE IS VALID FOR THE CLASSIFICATION OF VEHICLE INDICATED THEREON.
  6. THIS LICENSE IS VALID FOR THE CLASSIFICATION OF VEHICLE INDICATED THEREON.
  7. THIS LICENSE IS VALID FOR THE CLASSIFICATION OF VEHICLE INDICATED THEREON.
  8. THIS LICENSE IS VALID FOR THE CLASSIFICATION OF VEHICLE INDICATED THEREON.
- REMARKS:**
- A. THIS LICENSE IS VALID FOR THE CLASSIFICATION OF VEHICLE INDICATED THEREON.
  - B. THIS LICENSE IS VALID FOR THE CLASSIFICATION OF VEHICLE INDICATED THEREON.
  - C. THIS LICENSE IS VALID FOR THE CLASSIFICATION OF VEHICLE INDICATED THEREON.
  - D. THIS LICENSE IS VALID FOR THE CLASSIFICATION OF VEHICLE INDICATED THEREON.

Serial Number  
**057291296**



*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

**PURCHASE ORDER**  
City Government of Muntinlupa

Supplier : **CHARKIEL ENTERPRISES**

P.O. No.: **030695**

Address : Muntinlupa City

Date : October 20, 2023

Mode of Procurement : Public Bidding

Gentlemen:

Please furnish and/or deliver to this office the following articles subject to the terms and conditions contained herein:

Place of delivery : \_\_\_\_\_

Delivery Term : \_\_\_\_\_

Date of delivery : \_\_\_\_\_

Payment Term : \_\_\_\_\_

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	60	pcs	<b>DDRM</b> Muntinlupa City DRRM Plan(Hardbound-cover) (150 pages)(6" x 9")(Full color digital print)	900.00	54,000.00
2	60	pcs	Muntinlupa City Contingency Plan for Earthquake (Hardbound-cover)(150 pages)(6"x 9") (Full color digital print)	900.00	54,000.00
3	60	pcs	Muntinlupa City Contingency Plan for Hydrometeorological Hazard (Hardbound-cover) (150 pages)(6" x 9")(Full color digital print)	900.00	54,000.00
4	150	pcs	Muntinlupa City DRRM Plan (Highlights)(Softbound-cover)(150 pages)(6" x 9") (Full color digital print)	800.00	120,000.00
5	150	pcs	Muntinlupa City Contingency Plan for Earthquake (Highlights)(Softbound-cover)(150 pages)(6" x 9") (Full color digital print)	800.00	120,000.00
6	150	pcs	Muntinlupa City Contingency Hydrometeorological Plan(Highlight (Softbound-cover)(150 pages)(6" x 9") (Full color digital print)	800.00	120,000.00
7	27	pcs	Barangay DRRM Plan(Hardbound-cover)(150 pages) (6" x 9")(Full color digital print)	800.00	21,600.00
8	10		Operations Center Manual(Softbound-cover) (150 pages)(6" x 9")(Full color digital print)	800.00	8,000.00
9	5	sets	Comprehensive Land Use Plan Volume 1-3 (Hardbound)	1,400.00	7,000.00
10	5	sets	Comprehensive Development Plan (Hardbound)(6" x 9") (Full color digital print)	1,400.00	7,000.00
11	4	pcs	Devolution Transition Plan (Hardbound)	1,400.00	5,600.00
12	36	pcs	Ecological Profile 2013-2021 (Hardbound)-(9 yrs EPx4 copies)	2,750.00	99,000.00
13	4	pcs	Local Development Investment Program (Hardbound)	1,400.00	5,600.00
14	4	pcs	Capacity Development Agenda(Hardbound)	1,400.00	5,600.00
15	4	pcs	Executive Legislative Agenda(Hardbound)	1,400.00	5,600.00
16	4	pcs	Continuity Plan(Hardbound)	1,400.00	5,600.00
17	4	pcs	Local Energy Efficiency and Conservation Plan (Hardbound)	1,400.00	5,600.00
18	12	pcs	External Stakeholders Documentation (2019-2022) (Hardbound)-(4 yrs x 3 copies)	2,750.00	33,000.00

Total Amounts in Words: \_\_\_\_\_

In case of failing to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed

Confirme: **CHARKIEL ENTERPRISES**  
Signature over printed name

Very Truly yours,  
**Mayor ROZZANO RUFINO B. BIAZON**  
Authorized Official

11-8-23  
Date

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA7160 this portion must be accomplished)

Approved to be purchased thru Negotiated Purchas per Sangguniang Res. No.: \_\_\_\_\_

Certified Correct: \_\_\_\_\_  
Secretary of the Sanggunian

Requesting Office/Dept. \_\_\_\_\_

Authorized Official

Funds Available : \_\_\_\_\_  
Amount: \_\_\_\_\_

R.O. No.: \_\_\_\_\_

Chief Account

10/20/23

# PURCHASE ORDER

## City Government of Muntinlupa

Supplier : **CHARKIEL ENTERPRISES**

P.O. No. : **030695**

Address : **Muntinlupa City**

Date : **October 20, 2023**

Mode of Procurement : **Public Bidding**

Gentlemen :

Please be furnish this office the following articles subject to the terms and condition contain herein:

Place of delivery : \_\_\_\_\_

Delivery Term : \_\_\_\_\_

Date of delivery : \_\_\_\_\_

Payment Term : \_\_\_\_\_

Item No.	Quantity	Unit	Description	Unit Cost	Amount
19	18	pcs	Barangay Map for Actual Flooding (Transparent Lay-out)(32" x 40" with 1:10,000 scale)-2 copies each barangay	1,200.00	21,600.00
20	18	pcs	Barangay Map for Actual Faul and Fissures(Transparent Lay-out)(32" x 40" with 1:10,000 scale)-2 copies each barangay	1,200.00	21,600.00
21	4	pcs	Muntinlupa City Flood Map (32" x 40" with 1:10,000 scale)-2 copies for risk Analysis	1,200.00	4,800.00
22	11	pcs	Project Map and 2 copies for City Flood Map	1,200.00	13,200.00
23	11	pcs	Muntinlupa City Ground Shaking Map (7.2 Magnitude) (32" x 40" with 1:10,000 scale)	1,200.00	13,200.00
24	11	pcs	Muntinlupa City Barangay Boundary Map (32" x 40" with 1:10,000 scale)	1,200.00	13,200.00
25	11	pcs	Muntinlupa City West Valley Fault Map (32"x40" w/ 1:10,000 sca	1,200.00	13,200.00
26	11	sets	Muntinlupa City Liquefaction Map (32"x40"w/1:10,000 scale)	1,200.00	13,200.00
27	2	sets	Muntinlupa City Landslide Map (32" x 40"with 1:10,000 scale)	1,200.00	13,200.00
28	2	pcs	Muntinlupa City Hazard Maps (Flood, Fissures, Fault) (32" x 40" with 1:10,000 scale)	1,200.00	2,400.00
29	65	Reams	Muntinlupa City Detailed Landslide and Flood Susceptability Map (32" x 40" with 1:10,000 scale)	1,200.00	2,400.00
30	150	Reams	LCR Letter Head - (8x11 1/4") sub24, 80gsm	1,150.00	74,750.00
31	3000	pcs	Letter Head - (8"x14") sub24, 80gsm	1,430.00	214,500.00
32	4500	pcs	MUSEO Bronchure - Material: c2s Paper 100lbs Size: 22in x 5.5 in Color: Full Color Back to Back Print with Folding	17.85	53,550.00
33	124	pcs	TCAD Certificate of RegistrationMaterial: Vellum board 100 lbs/180gsm Size: 8 x 5.5 inches Color: Full Color	10.00	45,000.00
			BPLO Lamp Post Banner/Tarpaulins Size: 3 ft. x 9 ft. page 2 of 3	2,600.00	322,400.00

Total Amounts in words: \_\_\_\_\_

In case of failure to make the full delivery within the the specified above, a penalty of one-tenth(1/10) of one percent for every day of delay shall be imposed.

Conforme:

**CHARKIEL ENTERPRISES**

Signature over printed name

Date

Very Truly yours,

**Mayor ROZZANO RUFINO B. BIAZON**

Authorized Official

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA7160 this portion must be accomplished.)

Approved to be purchase thru Negotiated

Purchase per Sangguniang Res. No. : \_\_\_\_\_

Certified Correct : \_\_\_\_\_

Secretary of the Sanggunian

Requesting Office/Dept.

Authorized Official

Funds Available : \_\_\_\_\_

Amount : \_\_\_\_\_

R.O. No. : \_\_\_\_\_

Chief Account

