



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

**NOTICE TO PROCEED**

**VITARA MARKETING**  
Quezon City

Dear Sir / Madame:

The attached Contract Agreement having been approved, notice is hereby given **VITARA MARKETING** that the CONTRACT of the City Government of Muntinlupa for the "**Supply & Delivery of School Supplies to be given/donated to Constituents of Muntinlupa**", 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 6-25-24

Name of the Bidder or Representative Benedict Tiu

Authorized signature 

## *Contract Agreement*

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THIS AGREEMENT made the \_\_\_\_ day of MAY 31 2024 between **CITY GOVERNMENT OF MUNTINLUPA** of the Philippines (hereinafter called "the Entity") of the one part and **VITARA MARKETING** with address at Quezon City (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly for the **Supply & Delivery of School Supplies to be given/donated to Constituents of Muntinlupa** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **One Million Two Hundred Ninety Eight Thousand Four Hundred Forty Three Pesos & 80/100 (P1,298,443.80)**(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;

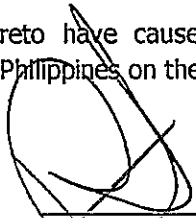
Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- 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.**

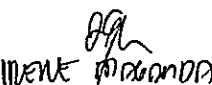
3. In consideration for the sum of **One Million Two Hundred Ninety Eight Thousand Four Hundred Forty Three Pesos & 80/100 (P1,298,443.80)** or such other sums as may be ascertained, **VITARA MARKETING** agrees to the **Supply & Delivery of School Supplies to be given/donated to Constituents of Muntinlupa** 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

  
 \_\_\_\_\_  
 Supplier  
 \_\_\_\_\_  
 for:  
**VITARA MARKETING**

for:  
**CITY GOVERNMENT OF MUNTINLUPA**

  
 \_\_\_\_\_  
 WENE

Signed in the presence of:  
  
 \_\_\_\_\_  
 Belinda Blasie Macaraog

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES )  
 CITY OF MUNTINLUPA )  
 CITY OF MANILA )

CITY OF MANILA

BEFORE ME, a Notary Public for and in Muntinlupa City, this \_\_\_ day of MAY 31 2024 2024, personally appeared:

NAME

GOVERNMENT ISSUED ID NO.

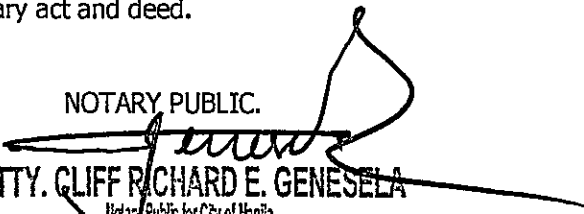
Hon. ROZZANO RUFINO B. BIAZON

Driver's License N03-86-030998

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.

Doc. No. 183  
 Page No. 37  
 Book No. LVI  
 Series of 2024.

NOTARY PUBLIC.  
  
**ATTY. CLIFF RICHARD E. GENESELA**  
 Notary Public for City of Manila  
 Notarial Commission No. 2018-103 Issued on 2/17/23 Until Dec. 31, 2024 Manila  
 IBP No. 394528 Issued on Jan. 05, 2024 Pasig City Roll No. 49076  
 PTR No. 1521034 Issued on Jan. 02, 2024 Until Dec. 31, 2024 Manila  
 MCLE No. VII-0922509 Issued on July 15, 2022 Until April 14, 2025  
 Office: 4<sup>th</sup> Mezzanine San Luis Bldg., 1005 Crosa St., Ermita, Manila

**PURCHASE ORDER**  
City Government of Muntinlupa

Supplier **VITARA MARKETING**

P.O. No.: **31974**

Address Quezon City

Date : **June 19, 2024**

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                                      | 3,448    | pcs  | Notebook, Spiral notebook, 100 leaves    | 133.75    | 461,170.00   |
| 2                                      | 18,500   | pcs  | Ballpen Black 0.7mm                      | 9.95      | 184,075.00   |
| 3                                      | 126      | bxs  | Folder, Long PT US White, 100's per box  | 927.80    | 116,902.80   |
| 4                                      | 139      | bxs  | Folder, Short PT US White, 100's per box | 784.00    | 108,976.00   |
| 5                                      | 348      | pcs  | Calculator standard 12 digits            | 597.00    | 207,756.00   |
| 6                                      | 214      | pcs  | Calculator, Scientific                   | 1,026.00  | 219,564.00   |
| xxxxxxxx Nothing Follows xxxxxxxxxxxx  |          |      |  |           | =====        |
| Various Supplies by Coun. Sevilla, Jr. |          |      |  |           | 1,298,443.80 |

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

In case of failure 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

Conformed by **VITARA MARKETING**

Signature over printed name

6-25-24  
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 purchased 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

*Y*  
*12/19/2*