



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

**NOTICE TO PROCEED**

**MAZON TRADING**  
Mandaluyong City

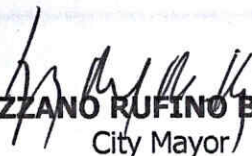
Dear Sir / Madame:

The attached Contract Agreement having been approved, notice is hereby given **MAZON TRADING** that the CONTRACT of the City Government of Muntinlupa for the **"Supply, Repacking & Delivery of School Supplies for Public Schools Students"**, 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.

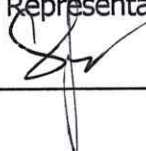
Please acknowledge receipt and acceptance of this notice by signing both copies on the space provided below. Kindly keep one (1) copy and return the other copy to the Bids and Awards Committee Secretariat.

Very truly yours,

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

I acknowledge receipt of this Notice on FEB 12, 2025

Name of the Bidder or Representative MARIO F. BARRIENTOS JR.

Authorized signature 

## *Contract Agreement*

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THIS AGREEMENT made the FEB 05 2025 day of 2025, 20 between **CITY GOVERNMENT OF MUNTINLUPA** of the Philippines (hereinafter called "the Entity") of the one part and **MAZON TRADING** with address at Mandaluyong City (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly for the **Supply, Repacking & Delivery of School Supplies for Public Schools Students** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **One Hundred Fifteen Million Eight Hundred Ninety One Thousand Two Hundred Twelve Pesos & 50/100 (P115,891,212.50)** (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;

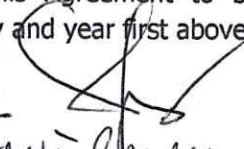
- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed 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 Hundred Fifteen Million Eight Hundred Ninety One Thousand Two Hundred Twelve Pesos & 50/100 (P115,891,212.50)** or such other sums as may be ascertained, **MAZON TRADING** agrees to the **Supply, Repacking & Delivery of School Supplies for Public Schools Students** 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.

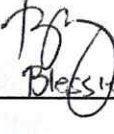
  
**Hon. ROZZANO RUFINO B. BIAZON**  
 City Mayor

  
**MANI FERNANDEZ JR**  
 Supplier

for:  
**CITY GOVERNMENT OF MUNTINLUPA**

for:  
**MAZON TRADING**

  
 \_\_\_\_\_  
 Eva Antonio

Signed in the presence of:   
 \_\_\_\_\_  
 Belinda Blessie Macasay

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES )  
 CITY OF MUNTINLUPA )

**FEB 05 2025**

BEFORE ME, a Notary Public for and in Muntinlupa City, this \_\_\_ day of \_\_\_ 2025, personally appeared:

NAME


GOVERNMENT ISSUED ID NO.

Hon. ROZZANO RUFINO B. BIAZON  
Mani Fernandez Jr

Driver's License N03-86-030998  
TIN No: 113-362-609-0000

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.

  
 NOTARY PUBLIC.

Doc. No. 184;  
 Page No. 57;  
 Book No. (VIII)  
 Series of 2025.

**BONIFACIO C. BARRERA**  
 Commission No. NC 24/008  
 Notary Public for Muntinlupa City  
 Until December 31, 2025  
 PTR No. 4763722/ 01-02-2025 / Muntinlupa City  
 IBP No. 484220 / 12-17-2024  
 Roll of Attorney No. 29756 / IBP Chapter PPLM  
 MCLE Comp. No. VII-0015598 valid until 04-14-2025  
 Barrera Law Office  
 Unit C, R.M. Bunyi Bldg., Bruger St.  
 Putatan, Muntinlupa City M.M. Philippines

## PURCHASE ORDER

### City Government of Muntinlupa

Supplier : **MAZON TRADING** P.O. No.: **33150**  
 Address : **Mandaluyong City** Date : **February 06, 2025**  
 Mode of Procurement : **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
			<b>ECED</b>		
			<b>School Supplies for Day Care Children</b>		
1	10,000	pcs	Customized backpack with bag tag with print, polyfine fabric	419.00	4,190,000.00
2	20,000	pcs	Notebook with customized print cover, 148mm x 200mm (80 leaves)	54.50	1,090,000.00
3	20,000	pcs	Jumbo Pencil	20.50	410,000.00
4	10,000	box	1 box non toxic wax jumbo crayons (8 pcs/box)	79.00	790,000.00
5	10,000	pcs	Pad Paper 80 leaves for Grade 1	34.50	345,000.00
6	10,000	pcs	720ml Plastic Water bottle	99.00	990,000.00
			<b>MAYOR'S</b>		
7	6,100	sets	<b>Kinder</b> 1 pc Customized Backpack with 1 front and 2 side pockets size L11.75" x W4" x H15.5" inches made of Cordura PU with Reflectorized Taping, DTF Logo Printing, Nylon Mesh Pocket/Bag Tag	1,349.00	8,228,900.00
			2 pcs Jumbo Pencil, Pencil Case 1 pc Pencil Sharpener (2 holes) 8 pcs Writing Notebook with customized print cover (80 leaves) 1 pc Water bottle - PET 58 sports bottle 720ml Size 55 x 70x 215 mm, with UV print logo		
8	7,200	sets	<b>Grade 1</b> 1 pc Customized Backpack with 1 front and 2 side pockets size L11.75" x W4" x H15.5" inches made of Cordura PU with Reflectorized Taping, DTF Logo Printing, Nylon Mesh Pocket/Bag Tag	1,249.50	8,996,400.00
			2 pcs Jumbo Pencil, Pencil Case 1 pc Pencil Sharpener (2 holes) 8 pcs Writing Notebook with customized print cover (80 leaves) 1 pc Pad Paper for Grade 1 (80 leaves) 1 set Jumbo Crayons (8 colors)		
9	7,450	sets	<b>Grade 2</b> 1 pc Customized Backpack with 1 front and 2 side pockets size L11.75" x W4" x H15.5" inches made of Cordura PU with Reflectorized Taping, DTF Logo Printing, Nylon Mesh Pocket/Bag Tag	1,249.50	9,308,775.00
			2 pcs Regular Pencil, Pencil Case		

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: **MAZON TRADING** *MANO F. BARRERA JR*  
 Signature over printed name  
 2/12/2025  
 Date

Very Truly Yours,  
*Mano F. Barraza Jr*  
**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



## PURCHASE ORDER

### City Government of Muntinlupa

Supplier : **MAZON TRADING** P.O. No. : **33150**  
 Address : **Mandaluyong City** Date : **February 06, 2025**  
 Mode of Procurement : **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
10	7,650	sets	1 pc Pencil Sharpener (2 holes) 8 pcs Writing Notebook with customized print cover (80 leaves) 1 pc Pad Paper for Grade 2 (80 leaves) 1 set Regular Crayons (8 colors) <b>Grade 3</b> 1 pc Customized Backpack with 1 front and 2 side pockets size L11.75" x W4" x H15.5" inches made of Cordura PU with Reflectorized Taping, DTF Logo Printing, Nylon Mesh Pocket/Bag Tag 3 pcs Ballpen (Black, Blue and Red) / Pencil Case 8 pcs Writing Notebook with customized print cover (80 leaves) 1 pc Pad Paper for Grade 3 (80 leaves) 1 set Regular Crayons (8 colors)	1,249.50	9,558,675.00
11	7,120	sets	<b>Grade 4</b> 1 pc Customized Backpack with 1 front and 2 side pockets size L12" x W5.75" x H17" inches made of Polywash material with Reflectorized Taping, DTF Logo Print, Nylon Mesh Pocket/Bag Tag 3 pcs Ballpen (Black, Blue and Red) / Pencil Case 8 pcs Composition Notebook with customized print cover (80 leaves) 1 pc Pad Paper for Grade 4 (80 leaves) 1 set Regular Crayons (8 colors)	1,249.50	8,896,440.00
12	14,700	sets	<b>Grade 5 &amp; 6</b> 1 pc Customized Backpack with 1 front and 2 side pockets size L12" x W5.75" x H17" inches made of Polywash material with Reflectorized Taping, DTF Logo Print, Nylon Mesh 3 pcs Ballpen (Black, Blue and Red) with Pencil Case 8 pcs Composition Notebook with customized print cover (80 leaves) 1 pc Intermediate Pad Paper (80 leaves) 1 set Regular Crayons (8 colors)	1,249.50	18,367,650.00
13	475	sets	<b>Non-grade Elementary</b> 1 pc Customized Backpack with 1 front and 2 side pockets size L11.75" x W4" x H15.5" inches made of Cordura PU with Reflectorized Taping, DTF Logo Printing, Nylon Mesh/Bag Tag 2 pcs Jumbo Pencil, Pencil Case 1 pc Pencil Sharpener (2 holes)	1,249.50	593,512.50

xxxxxx PAGE 2 xxxxxx--

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.

**MAZON TRADING**

Very Truly Yours,  
**MAYOR ROZZANO RUFINO B. BIAZON**

Conforme: Mario F. Barrientos Jr  
 Signature over printed name  
2/12/2025  
 Date

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



## PURCHASE ORDER

City Government of Muntinlupa

Supplier : MAZON TRADING P.O. No. : 33150  
 Address : Mandaluyong City Date : February 06, 2025  
 Mode of Procurement : 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	
14	26,680	sets	8 pcs Writing Notebook with customized print cover 1 pc Pad Paper for Grade 1 (80 leaves) 1 set Regular Crayons (8 colors) <b>Junior High School (Grade 7-10) / Non-grade HS</b> 1 pc Customized Backpack with 1 front and 2 side pockets size L12" x W5.75" x H17" inches made of Polywash material with Reflectorized Taping, DTF Logo Print, Nylon Mesh pocket/Bag Tag	1,189.50	31,735,860.00	
15	10,000	sets	3 pcs Ballpen (Black, Blue and Red)/Pencil Case 8 pcs Spiral Notebook with customized print cover <b>Senior High School (Grade 11-12)</b> 1 pc Customized Backpack with 1 front and 2 side pockets size L12" x W5.75" x H17" inches made of Polywash material with Reflectorized Taping, DTF Logo Print, Nylon Mesh pocket/Bag Tag 3 pcs Ballpen (Black, Blue and Red)/Pencil Case 10 pcs Spiral Notebook with customized print cover	1,239.00	12,390,000.00	
xxxxxx PAGE 3 xxxxxx--					=====	
					115,891,212.50	

SUPPLY, REPACKING & DELIVERY SCHOOL SUPPLIES FOR PUBLIC SCHOOL STUDENTS BY MAYOR'S OFFICE.

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: MAZON TRADING  
Mario F. Balcenas Jr  
 Signature over printed name  
2/10/2025  
 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