



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

NOTICE TO PROCEED

CHARKIEL ENTERPRISES
Putatan, Muntinlupa City

Dear Sir / Madame:

The attached Contract Agreement having been approved, notice is hereby given to **CHARKIEL ENTERPRISES** that the CONTRACT of the City Government of Muntinlupa for the "**Supply & Delivery of Office & Janitorial Supplies**", 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 3-19-21

Name of the Bidder or Representative Manolito P. Padolina

Authorized signature 

CGM-OP-BAC-08F170

City Government of Muntinlupa, 2nd floor, Main Building,
National Road, Barangay Putatan, Muntinlupa City

MUN
Muntinlupa
Nakakaproud!

Contract Agreement

THIS AGREEMENT made the day of MAR 11 2025 20 between **CITY GOVERNMENT OF MUNTINLUPA** of the Philippines (hereinafter called "the Entity") of the one part and **CHARKIEL ENTERPRISES** with address at Putatan, Muntinlupa 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 Office & Janitorial Supplies** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **One Million Eight Hundred Seventy Three Thousand Five Hundred Eighty Three Pesos (P1,873,583.00)** (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 Eight Hundred Seventy Three Thousand Five Hundred Eighty Three Pesos (P1,873,583.00)** or such other sums as may be ascertained, **CHARKIEL ENTERPRISES** agrees to the **Supply & Delivery of Office & Janitorial Supplies** 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.

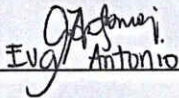
IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.


HON. ROZZANO RUFINO B. BIAZON
City Mayor

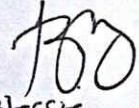
for:
CITY GOVERNMENT OF MUNTINLUPA


Supplier

for:
CHARKIEL ENTERPRISES


Eva Antonio

Signed in the presence of:


Belinda Blessie Macagay

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF MUNTINLUPA)

BEFORE ME, a Notary Public for and in Muntinlupa City, this MAR 11 day of 2025, personally appeared:

NAME

GOVERNMENT ISSUED ID NO.

Hon. ROZZANO RUFINO B. BIAZON

City Government of Muntinlupa ID No. EL-0010632

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. 456;
Page No. 92;
Book No. 203;
Series of 2025.

NOTARY PUBLIC
ATTY. STEVE M. SANTILLAN
NOTARY PUBLIC
2736 BRUGER ST. PUTATAN MONT. CITY PHILIPPINES
aspsteve12@yahoo.com
COMM. NO. 25-027 VALID UNTIL 12/31/2026
PTR NO. 4763648, 01/12/2025, MUNTINLUPA CITY
IBP LIFETIME MEMBER NO. 024205 CERU CHAPTER
RONE NO. 6046 TINOL. 010300

PURCHASE ORDER
City Government of Muntinlupa

Supplier : **CHARKIEL ENTERPRISES,**

Address : **Muntinlupa City**

P.O. No.: **33319**

Date : **March 12, 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 : _____

Date of delivery : _____

Delivery Term : _____

Payment Term : _____

Item No.	Quantity	Unit	Description	Unit Cost	Amount
			TREASURY		
1	70	pcs	Toner, HP 85A, Cartridge, w/ holographic authenticity	6,145.00	430,150.00
2	40	pcs	Toner, HP 17A, cart, w/ holographic authenticity seal	7,758.00	310,320.00
3	20	pcs	Toner, HP 12A, cart, w/ holographic authenticity seal	8,538.00	170,760.00
4	60	Bottle	Ink, EPSON 003, BOTTLE W/ HOLOGRAPHIC AUTHENTICITY SEAL, BLACK	394.00	23,640.00
5	60	Bottle	Ink, EPSON 003, BOTTLE W/ HOLOGRAPHIC AUTHENTICITY SEAL, CYAN	394.00	23,640.00
6	60	Bottle	Ink, EPSON 003, BOTTLE W/ HOLOGRAPHIC AUTHENTICITY SEAL, MAGENTA	394.00	23,640.00
7	60	Bottle	Ink, EPSON 003, BOTTLE W/ HOLOGRAPHIC AUTHENTICITY SEAL, YELLOW	394.00	23,640.00
8	200	reams	Paper, Bond/Copier, Sub 24 (80 gsm) long (8.5x13"), ream/HARDCOPY	415.00	83,000.00
9	200	reams	Paper, Bond/Copier, Sub 24 (80 gsm) short (8.5x11"), ream.HARDCOPY	392.00	78,400.00
10	500	pcs	Sacks, White, 50 kg	13.00	6,500.00
11	100	pcs	Marker, permanent, broad, black, for heavy writing/ PILOT	53.00	5,300.00
12	100	pcs	Marker, permanent, fine tip, black, for heavy writing/ PILOT	53.00	5,300.00
13	50	pcs	Rubber Band Big, Flat, 350G/BOX	414.00	20,700.00
14	50	pcs	Rubber Band Small, 350G/BOX	421.00	21,050.00
15	20	pcs	CLIPBOARD, PLASTIC, LONG, (8X14")	123.00	2,460.00
16	40	pcs	Document Box, Hard Bound 16x13x10, with cover, blue	635.00	25,400.00
17	2	boxes	FOLDER, LONG PT 14 U.S WHITE, 100S/BOX	930.00	1,860.00
18	2	boxes	FOLDER, SHORT PT 14 U.S WHITE, 100S/BOX	787.00	1,574.00
19	30	pads	PAPER, YELLOW PAD (54GSM), 80 LEAVES/PAD	108.00	3,240.00
20	350	rolls	Tape, Packaging, 2", roll, brown, 50m	32.00	11,200.00
21	100	rolls	Tape, Masking, 2" Roll, 50m	86.00	8,600.00
22	200	rolls	Tape, Masking, 1" Roll, 50m	43.00	8,600.00
23	150	pcs	Scissors, 8", Heavy Duty	128.00	19,200.00
24	300	pcs	Pen, Sign, Gel, 0.5MM, BLACK/ MYGEL	31.00	9,300.00
25	200	pcs	Pen, Ball-Point, Black/ PANDA	12.00	2,400.00
26	70	boxes	Staple wire, #35, COPPER TYPE, 5000S/BOX	79.00	5,530.00
27	500	pcs	Balikbayan Box, 20X20X20, PER/PIECE	213.00	106,500.00
28	200	boxes	BINDER CLIP, 3/4" (19MM), 12S/BOX	14.00	2,800.00

Total Amounts in Words: _____

xxxxxx PAGE 1 xxxxxx

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

Conforme: **CHARKIEL ENTERPRISES,** *manolito padolina*

Signature over printed name

3-19-25

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

PURCHASE ORDER
City Government of Muntinlupa

Supplier : **CHARKIEL ENTERPRISES**

P.O. No. : **33319**

Address : **Muntinlupa City**

March 12, 2025

Date : **Bidding**

Mode of Procurement :

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
29	100	pcs	Ruler, Flexible Plastic, 12"	29.00	2,900.00
30	300	pcs	ALCOHOL, 70% ISOPROPYL, BOTTLE, 500ML, FDA APPROVED	142.00	42,600.00
31	50	packs	TRASH BAG, XXL, 10S/PACK BLACK	110.00	5,500.00
32	10	boxes	Facemask, Surgical, 3ply 50's	111.00	1,110.00
33	10	reams	Laminating Film, legal size, 125 microns, 100s/ream	909.00	9,090.00
34	100	pcs	I.D Holder/Lace with Hook	16.90	1,690.00
35	70	packs	Paper, Board-Type, Short (8.5x11") 220GSM, WHITE, VELLUM BOARD, 10S/PACK/ WORX	56.00	3,920.00
36	250	packs	Sticker Paper, A4 size, 80 gsm (ink jet friendly), Glossy, 10pcs/pack	85.00	21,250.00
37	50	packs	Paper, Photo-Printing, A4 size (8.27x11.69") 180 gsm, 20S/PACK	26.00	1,300.00
38	250	pcs	Tape, Clear, 1" Roll, 50M	26.00	6,500.00
39	250	pcs	Tape, Clear, 2" Roll, 50M	42.00	10,500.00
40	70	pcs	Glue, Multi-purpose, 240G/ ELMERS	185.00	12,950.00
41	30	kgs	Rugs (stopa)	189.80	5,694.00
42	150	pcs	Cutter, Heavy Duty	46.00	6,900.00
43	40	pcs	Tape Dispenser, Heavy Duty for 1"	111.00	4,440.00
44	70	pcs	Tape, Double-Adhesive, 1" Roll, Heavy Duty, 10M	448.00	31,360.00
45	70	pcs	Tape, Double-Adhesive, 2" Mounting Roll, Heavy Duty, 10M	465.00	32,550.00
46	70	pcs	Tape, Double-Adhesive, W/O FOAM, 1", ROLL, 10M	66.00	4,620.00
47	60	pcs	Tape, Duct, 2" Roll	114.00	6,840.00
48	30	pcs	Bolt Cutter, 18 inches, Heavy Duty	1,488.50	44,655.00
49	50	pcs	Stapler, with staple wire remover, #35, Heavy Duty	283.00	14,150.00
50	50	Box	Thumb Tacks, 100s/box	38.00	1,900.00
51	20	rolls	Straw Rope, Roll, 1Kilogram	136.00	2,720.00
52	150	pair	Gloves, Cotton, Knitted, Pair	101.00	15,150.00
53	100	pair	Gloves, Rubber (Thick Gloves), Pair	136.00	13,600.00
54	15	pcs	Cord, Extension, 6-Gang, Surge Protector	1,215.00	18,225.00
55	50	box	Index Tab, 5 sets/box	171.00	8,550.00
56	60	Ream	MUNTINLUPA CITY PAROLE & PROBATION OFFICE PAPER, BOND/COPIER, SUB 24 (80GSM), LONG (8.5X13"), REAM / HARDCOPY	415.00	24,900.00
57	40	Ream	PAPER, BOND/COPIER, SUB 24 (80GSM), A4 (8.27X11.69"), REAM / HARDCOPY	372.00	14,880.00

xxxxxx PAGE 2 xxxxxx--

Total Amounts in words: _____

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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.

CHARKIEL ENTERPRISES

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

Conforme:

Signature over printed name

Authorized Official

Date

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

Requesting Office/Dept.

Funds Available :

Amount :

Approved to be purchase thru Negotiated

Purchase per Sangguniang Res. No. :

R.O. No. :

Certified Correct :

Secretary of the Sanggunian

Authorized Official

Chief Account

PURCHASE ORDER
City Government of Muntinlupa

Supplier : **CHARKIEL ENTERPRISES**

P.O. No. : **33319**

Address : **Muntinlupa City**

March 12, 2025

Date : **Bidding**

Mode of Procurement :

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
58	20	Pack	PAPER, SPECIALTY, TEXTURED, 8.5 x 11 INCHES, 220GSM, 10S PER PACK BEIGE	69.00	1,380.00
59	20	Pack	PAPER, PHOTO-PRINTING, A4 (8.27X11.69"), 180GSM, 20S/PACK	26.00	520.00
60	20	Pack	PAPER, STICKER-TYPE, HIGH GLOSS, A4 (A.27X11.69"), 10S PER PACK	85.00	1,700.00
61	2	Ream	LAMINATING FILM, LEGAL SIZE, 125 MICRONS, 100S/REAM	909.00	1,818.00
62	8	Pad	NOTE PAD, STICK-ON, 3X3 INCHES, 100 SHEETS/PAD	59.00	472.00
63	3	Box	FOLDER, LONG, PT 14 U.S WHITE, 100S/BOX	930.00	2,790.00
64	20	Pc	CERTIFICATE FRAME, SHORT, PLASTIC	186.00	3,720.00
65	6	Box	PEN, SIGN, HI-TECH POINT V5, BLACK/ PILOT	920.00	5,520.00
66	2	Box	PEN, SIGN, HI-TECH POINT V5, BLUE/ PILOT	920.00	1,840.00
67	1	Box	PEN, SIGN, HI-TECH POINT V5, RED/PILOT	920.00	920.00
68	40	Pcs	PEN, BALL-POINT, BLACK/ PANDA	12.00	480.00
69	3	Box	PENCIL, #2, 12S/BOX, GRAPHITE LEAD, WRITING/ MONGOL	171.00	513.00
70	1	Pc	STAPLER, BIG, CANN STAPLE UP TO 210 SHEETS, HEAVY DUTY	1,988.00	1,988.00
71	3	Pc	PUNCHER, HEAVY DUTY, 2 HOLES, WITH ADJUSTMENT RAIL	221.00	663.00
72	20	Pc	TAPE, DOUBLE-ADHESIVE, W/O FOAM, 1", ROLL, 10M	66.00	1,320.00
73	30	Pc	CORRECTION TAPE, 5MM WIDE, 6M LONG	38.00	1,140.00
74	30	Box	STAPLE WIRE, #35, 5000S/BOX	34.00	1,020.00
75	15	Bottle	INK, EPSON T6641, BOTTLE, W/HOLOGRAPHIC AUTHENTICITY SEAL, BLACK	331.00	4,965.00
76	6	Bottle	INK, EPSON T6642, BOTTLE, W/HOLOGRAPHIC AUTHENTICITY SEAL, CYAN	331.00	1,986.00
77	6	Bottle	INK, EPSON T6643, BOTTLE, W/HOLOGRAPHIC AUTHENTICITY SEAL, MAGENTA	331.00	1,986.00
78	6	Bottle	INK, EPSON T6644, BOTTLE, W/HOLOGRAPHIC AUTHENTICITY SEAL, YELLOW	331.00	1,986.00
79	5	Bottle	INK, HP GT-53, BOTTLE, W/HOLOGRAPHIC AUTHENTICITY SEAL, BLACK	415.00	2,075.00
80	2	Bottle	INK, HP GT-52, BOTTLE, W/HOLOGRAPHIC AUTHENTICITY SEAL, CYAN	415.00	830.00
81	2	Bottle	INK, HP GT-52, BOTTLE, W/HOLOGRAPHIC AUTHENTICITY SEAL, MAGENTA	415.00	830.00
82	2	Bottle	INK, HP GT-52, BOTTLE, W/HOLOGRAPHIC AUTHENTICITY SEAL, YELLOW	415.00	830.00

xxxxxxx PAGE 3 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.

CHARKIEL ENTERPRISES

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

Conforme:

Signature over printed name

Authorized Official

Date

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

Requesting Office/Dept.

Funds Available :

Amount :

Approved to be purchase thru Negotiated

Purchase per Sangguniang Res. No. :

R.O. No. :

Certified Correct :

Secretary of the Sanggunian

Authorized Official

Chief Account

PURCHASE ORDER
City Government of Muntinlupa

Supplier : **CHARKIEL ENTERPRISES** P.O. No. : **33319**
Address : **Muntinlupa City** Date : **March 12, 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
83	5	Pc	FLASH DRIVE, 3.0, 64GB	600.00	3,000.00
84	2	Pc	EXTERNAL HARD DRIVE, USB 3.0, 1 TERABYTE	4,433.00	8,866.00
85	1	Pc	MICROPHONE, WIRED, 8-METER CORD	1,000.00	1,000.00
86	1	Pc	BOARD, WHITEBOARD, WOOD (3X5FT)	1,502.00	1,502.00
87	4	Gallon	ALCOHOL, 70% ETHYL, BOTTLE, 1 GALLON, FDA APPROVED	511.00	2,044.00
88	6	Bottle	DISINFECTANT LIQUID, AEROSOL SPRAY, 340G, FDA APPROVED	587.00	3,522.00
89	3	Bottle	INSECT SPRAY, AEROSOL-TYPE, 500ML	429.00	1,287.00
90	2	Bottle	GLASS CLEANER, BOTTLE SPRAY, 500ML	271.00	542.00
91	10	Pack	TISSUE PAPER, 2-PLY, 12 ROLLS/PACK	143.00	1,430.00
92	15	Pack	TRASH BAG, MEDIUM, 10S/PACK, BLACK	56.00	840.00
93	10	Box	MASK, DISPOSABLE, 3 PLY, 50'S/BOX	111.00	1,110.00
xxxxxx PAGE 4 xxxxx--					=====
SUPPLY & DELIVERY OF OFFICE & JANITORIAL SUPPLIES BY TREASURY OFFICE AND MUNTINLUPA CITY PAROLE AND PROBATION OFFICE					1,873,583.00

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.
CHARKIEL ENTERPRISES
Conforme: Manolito P. Padolina Signature over printed name
Date 3-19-25
Very Truly Yours, Manolo 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
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