



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

NOTICE TO PROCEED

SYREX CORPORATION

Sunvar Plaza, Makati City

Dear Sir / Madame:


The attached Contract Agreement having been approved, notice is hereby given to **SYREX CORPORATION** that the CONTRACT of the City Government of Muntinlupa for the **"Supply & Delivery of Test Answer Sheets to be used by PLMUN"**, 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 4-3-25
Name of the Bidder or Representative Faustino F. Alcantara Jr.
Authorized signature 

Contract Agreement

MAR 19 2025

THIS AGREEMENT made the _____ day of _____ 20____ between **CITY GOVERNMENT OF MUNTINLUPA** of the Philippines (hereinafter called "the Entity") of the one part and **SYREX CORPORATION** with address at Sunvar Plaza, Makati 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 Test Answer Sheets to be used by PLMUN** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **One Million Two Hundred One Thousand Five Hundred Pesos (P1,201,500.00)** (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 Two Hundred One Thousand Five Hundred Pesos (P1,201,500.00)** or such other sums as may be ascertained, **SYREX CORPORATION** agrees to the **Supply & Delivery of Test Answer Sheets to be used by PLMUN** 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


Faustino F. Alcantara Jr
Supplier

for:
SYREX CORPORATION


ME ME

Signed in the presence of:


Eva Antonio

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF MUNTINLUPA)

MAR 19 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

City Government of Muntinlupa ID No. EL-0010632


Faustino F. Alcantara Jr.

NO4 - 99 - 447641

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. 425;
Page No. 100;
Book No. V;
Series of 2025.

NOTARY PUBLIC

MEYNARD R. JOB
Notary Public for Muntinlupa City
Notarial Commission No. 25-006
Until December 31, 2026
PTR No. 4763634 / Jan. 02, 2025 / Muntinlupa City
IBP Lifetime No. 014640 / Jan. 04, 2016
Roll No. 49786 / PPLM
MCLE Compliance No. VIII-0013888 / April 14, 2028
2731-C Bruger Street, Bruger Subdivision,
Putatan, Muntinlupa City

PURCHASE ORDER
City Government of Muntinlupa

Supplier : **SYREX CORPORATION**
Address : **Sunvar Plaza, Makati City**

P.O. No.: **33368**
Date : **March 24, 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
1	250000	COPIES	Test Answer Sheet (Midterm, Final Examination) *Color Green Size: 5% in x 8in 110gsm Paper, Imported Dual Side, Back to Back Print, *With OMR for scanning and accuracy of data a machine to recognize marks made on a paper form (customized answer sheets for PLMun)	4.45	1,112,500.00
2	20000	COPIES	Test Answer Sheet (Entrance Examination) *Color Green Size: 5% in x 8in 110gsm Paper, Imported Dual Side, Back to Back Print, *With OMR for scanning and accuracy of data a machine to recognize marks made on a paper form (customized answer sheets for PLMun)	4.45	89,000.00
xxxxxx NOTHING FOLLOWS xxxxx--					=====
SUPPLY & DELIVERY OF TEST ANSWER SHEETS BY PLMUN					1,201,500.00

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

Conforme: **SYREX CORPORATION**
Faustin F. Montano J.
Signature over printed name
4-3-25
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
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