



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 to **CHARKIEL ENTERPRISES** that the CONTRACT of the City Government of Muntinlupa for the **"Printing of Tarpaulins & IEC Materials to be used by Various Offices"**, 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 6-4-21

Name of the Bidder or Representative MANOLITO PADOLINA

Authorized signature 

CGM-OP-BAC-08F229

## Contract Agreement

MAY 22 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 **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 Tarpaulins & IEC Materials to be used by Various Offices** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Two Million Eighty One Thousand Nine Hundred Ninety Pesos (P2,081,990.00)** (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.**

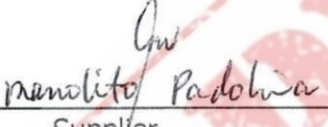


3. In consideration for the sum of **Two Million Eighty One Thousand Nine Hundred Ninety Pesos (P2,081,990.00)** or such other sums as may be ascertained, **CHARKIEL ENTERPRISES** agrees to the **Printing of Tarpaulins & IEC Materials to be used by Various Offices** in accordance with his/her/its Bid.
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 C. Macasagan

#### ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES )  
CITY OF MUNTINLUPA )

MAY 22 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

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. 273;  
Page No. 55;  
Book No. 58;  
Series of 2025.

**ATTY. STEVE M. SANTILLAN**  
NOTARY PUBLIC  
2736 BRUGER ST. TATAYAN, MUNT. CITY PHILIPPINES  
spsstevem12@yahoo.com  
COMM. NO. 25-027 VALID UNTIL 12/31/2026  
PTR NO. 4783648, 01/02/2025, MUNTINLUPA CITY  
IBP LIFETIME MEMBER NO. 024205, CEBU CHAPTER  
ROLL NO. 62750, TIN NO. 318-359-657  
MCLE VII-0029656; 04/14/2025

# PURCHASE ORDER

## City Government of Muntinlupa

<b>CHARKIEL ENTERPRISES</b>		P.O. No.: <b>33719</b>
Supplier : <b>Muntinlupa City</b>		Date : <b>May 30, 2025</b>
Address : _____		Mode of Procurement : <b>Bidding</b>

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	TCAD	Description	Unit Cost	Amount
1	5000	pcs	ACTIVITY BOOK	Size: A5 Paper: Foldcote 10 cover/Book paper 100gsm inside Print: Full Color cover/one color inside Pages: 20 Fold: Bi-fold Binding: Stapled	40.00	200,000.00
2	5000	pcs	BROCHURES/FLYERS	Student Brochure (Nakakaproud Tour) SIZE: 30x21 cm PRINT: 2 sided print/Full Color PAPER: C2S 80gsm FOLD: Trifold	8.00	40,000.00
3	15000	pcs	STICKERS	SIZE: A6 PRINT: 1 sided print/Full Color MATERIAL: Vinyl/Glossy TYPE: Sticker Sheet Kiss Cut DESIGN: 2 designs (Local Heritage and Biodiversity)	45.00	675,000.00
4	4000	pcs	TOURISM CERTIFICATE	SIZE: 8.5x5.5 in PRINT: 1 sided full color PAPER: Vellum 120gsm	25.00	100,000.00
5	4000	pcs	HOLOGRAM STICKER FOR TOURISM CERTIFICATE	2025 Holographic Stickers SIZE: 1.75 x .75 in PRINT: One color MATERIAL: Holographic sticker	8.00	32,000.00
6	120	piece	CDM YEARBOOK 2025	PAGES: Max. 400 pages COVER: C2S 140 Matte, Hardbound, Full color, With Matt lamination INSIDES: C2S 80 Matte, Full color SIZE: 9 in X 12in ORIENTATION: Portrait BINDING: Smyth-Sewn Perfect Binding Delivery Period: 90 days after submission of final layout by CDM	4,345.00	521,400.00
7	560	pcs	Printing and Lamination of flyers on nutrition for adolescents	(Glossy, 8.5 x 13, back to back)	55.00	30,800.00
8	1000	pcs	Printing of Nutricard with jacket (3 x 5 inch velum materials CMYK)		35.00	35,000.00
9	3	pcs	Nutrition Month Celebration Tarpaulin (8 x 11 ft)		2,200.00	6,600.00
10	2	pcs	Tarpaulin (best practices) tarp (2.5 x 6.5 ft) with installation to old pull-up mechanism		700.00	1,400.00

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: **CHARKIEL ENTERPRISES**  
Signature over printed name: **MANOLITO PADOLINA**  
Date: **6-4-25**

Ver: **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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# PURCHASE ORDER

## City Government of Muntinlupa

Supplier : **CHARKIEL ENTERPRISES**P.O. No. : **33719**Address : **Muntinlupa City**Date : **May 30, 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
11	764	pcs	Development and printing flyers for seniors citizens (Digital, 8.5 x 13, back to back	25.00	19,100.00
12	30	pcs	Development and printing tarpaulin on exercise and calories burned (2 x 3 ft)	150.00	4,500.00
13	1600	pcs	Printing of Growth Chart with Jacket long size velum material CMYK	55.00	88,000.00
14	1	pcs	Tarpaulin Amazing Race of Nutri (4 x 3 ft)	300.00	300.00
15	3	pcs	Tarpaulin for Cheque (2ft x 5ft)	250.00	750.00
16	20	reams	<b>ASSESSOR'S</b> Field Appraisal Assessment Sheet (Machinery, Building & Other Improvement) 8.5 x 11 inches, Book 80 Material	1,000.00	20,000.00
17	18	reams	Property Record Form (Tax Declaration) 8.5 x 11 inches, Book 80 Material	1,000.00	18,000.00
18	490	sheets	Tax Map Control Roll (TMCR) Form 12 x 18 inches, Book 80 Material	25.00	12,250.00
19	20	reams	Letterhead Form CMYK Print 8.5 x 11 inches, Book 80 Material	1,350.00	27,000.00
20	60	reams	Letterhead Form CMYK Print 8.5 x 11 inches, Book 80 Material	1,450.00	87,000.00
21	45	reams	Sworn Statement 8.5 x 13 inches, Book 80 Material	1,100.00	49,500.00
22	220	units	Field Appraisal Assessment Sheet (FAAS) Arch File Binder A5 x 3" Extra Long	220.00	48,400.00
23	25	units	Book Cover with Bolt & Nut for original copies of Tax Declaration (Brgy. Tunasan-Dark Blue)	1,000.00	25,000.00
24	25	units	Book Cover with Bolt & Nut for original copies of Tax Declaration (Brgy. Alabang-Dark Green)	1,000.00	25,000.00
25	6	reams	<b>PDAO</b> PWD Registry Form Printing: RISO PRINT Material: Copy Paper Long 70gsm Size: 8.5x13 inches	665.00	3,990.00

page 2 of 3

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 ROZANO RUFINO B. BIAZON**

Conforme:

**MANOLITO PADOLINA**

Signature over printed name

Authorized Official

Date

(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 : **CHARKIEL ENTERPRISES** P.O. No. : **33719**  
 Address : **Muntinlupa City** Date : **May 30, 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
26	5	reams	Data Policy Form Printing: RISO PRINT Material: Copy Paper Long 70gsm Size: 8.5x11 inches	550.00	2,750.00
27	5	reams	Client Satisfactory Form Printing: RISO PRIN Material: Copy Paper Long 70gsm Size: 8.5x11 inches	550.00	2,750.00
28	5	reams	Certificate of Disability Form Printing: RISO PRINT Material: Copy Paper Long 70gsm Size: 8.5x11 inches	550.00	2,750.00
29	5	reams	Intake Form Printing: RISO PRINT Material: Copy Paper Long 70gsm Size: 8.5x11 inches	550.00	2,750.00
*****gga*** PRINTING OF TARPAULINS & IEC MATERIALS TO BE USED BY VARIOUS OFFICES page 3 of 3					=====
					<b>2,081,990.00</b>

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 **Mayor ROZANO RUFINO B. BIAZON**

Conforme:

**MANOLITO PADOLINA**

Signature over printed name

Authorized Official

Date

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