



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, Forms & IEC Materials for use of 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 6-16-25

Name of the Bidder or Representative Manolito Padolina

Authorized signature

**Contract Agreement**

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THIS AGREEMENT made the \_\_\_\_ day of <sup>JUN 05 2025</sup> 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, Forms & IEC Materials for use of Various Offices** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Four Million Eight Hundred Sixty Three Thousand Three Hundred Fifteen Pesos (P4,863,315.00)** (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 **Four Million Eight Hundred Sixty Three Thousand Three Hundred Fifteen Pesos (P4,863,315.00)** or such other sums as may be ascertained, **CHARKIEL ENTERPRISES** agrees to the **Printing of Tarpaulins, Forms & IEC Materials for use of 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**

*Manolito Padolina*  
\_\_\_\_\_  
Supplier  
for:  
**CHARKIEL ENTERPRISES**

Signed in the presence of:

*Eva Antonia*  
\_\_\_\_\_

*Belinda Bessie D. Macasaga*  
\_\_\_\_\_

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES )  
CITY OF MUNTINLUPA )

**JUN 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

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. 215;  
Page No. 43;  
Book No. 209;  
Series of 2025.

**ATTY. STEVE M. SANTILLAN**  
NOTARY PUBLIC  
2736 BRUGER ST. PUTATAN, MUNT. CITY PHILIPPINES  
aspsteve2@yahoo.com  
COMM. NO. 25-07 VALID UNTIL 12/31/2026  
PTR NO. 4763648, 01/02/2025, MUNTINLUPA CITY  
IBP LIFETIME MEMBER NO. 024205, CEBU CHAPTER  
ROLL NO. 22750, TIN NO. 318-359-657  
MUN. 04/14/2025

# PURCHASE ORDER

## City Government of Muntinlupa

Supplier: **CHARKIEL ENTERPRISES** P.O. No.: **33751**  
 Address: **Muntinlupa City** Date: **June 10, 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
1	80	boxes	<b>BPLO</b> <b>Form, business permit billing, quarterly</b> Size: 6 x 9.5 inches Material: continuous, pre-numbered, quadruplicate, carbonless Printing: Offset full color print Quantity: 1000 copies/box	8,150.00	652,000.00
2	80	boxes	<b>Form, business permit billing, regular</b> Size: 9 x 9.5 inches Material: continuous, pre-numbered, quadruplicate, carbonless Printing: Offset full color print Quantity: 1000 copies/box	8,700.00	696,000.00
3	6	reams	<b>Form, checklist for new business</b> Size: 8.5 x 13 inches Material: Sub 24 (80 gsm) Printing: Offset full color print	1,500.00	9,000.00
4	6	reams	<b>Form, checklist for new business</b> Size: 8.5 x 11 inches Material: Sub 24 (80 gsm) Printing: Offset full color print	1,400.00	8,400.00
5	2	reams	<b>Form, City Tax/Non-Contracting Application</b> Size: 8.5 x 11 inches Material: Sub 24 (80 gsm) Printing: Offset full color print	1,400.00	2,800.00
6	30	reams	<b>Form, Inspection Report</b> Size: 8.5 x 11 inches Material: Sub 24 (80 gsm) Printing: Offset full color print	1,400.00	42,000.00
7	30	reams	<b>Form, Inspection Slip</b> Size: 8.5 x 11 inches Material: Sub 24 (80 gsm) Printing: Offset full color print	1,400.00	42,000.00
8	216	reams	<b>Form, Occupational Permit Application</b> Size: 8.5 x 11 inches	1,400.00	302,400.00

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

Confirmed by: **CHARKIEL ENTERPRISES**  
 Signature over printed name: *Manolito Rodolina*  
 Date: *6-16-25*

Very Truly Yours,  
**Mayor ROZZANO RUBINO 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 _____
	_____ Authorized Official	_____ Chief Account

## PURCHASE ORDER

City Government of Muntinlupa

Supplier : **CHARKIEL ENTERPRISES**

P.O. No. : **33751**

Address : **Muntinlupa City**

Date : **June 10, 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
9	5	reams	Material: Sub 24 (80 gsm) Printing: Offset full color print <b>Form, Business Retirement Application</b> Size: 8.5 x 13 inches	1,500.00	7,500.00
10	2	reams	Material: Sub 24 (80 gsm) Printing: Offset full color print <b>Form, Special Permit Application</b> Size: 8.5 x 11 inches	1,400.00	2,800.00
11	20	reams	Material: Sub 24 (80 gsm) Printing: Offset full color print <b>Form, Unified Business Permit Application</b> Size: 8.5 x 13 inches	1,500.00	30,000.00
12	80	reams	Material: Sub 24 (80 gsm) Printing: Offset full color print <b>Letterhead</b> Size: 8.5 x 11 inches	1,400.00	112,000.00
13	53	reams	Material: Sub 24 (80 gsm) Printing: Offset full color print <b>Letterhead</b> Size: 8.5 x 13 inches	1,500.00	79,500.00
14	40,000	pcs	Material: Sub 24 (80 gsm) Printing: Offset full color print <b>Permit, Business Certificate, Regular</b> Size: 8.5 x 11 inches	35.00	1,400,000.00
15	500	pcs	Material: Vellum board Printing: Digital print <b>Permit, Business Certificate, Special</b> Size: 8.5 x 11 inches	35.00	17,500.00
16	108,000	pcs	Material: Vellum board Printing: Digital print <b>Permit, Occupational Certificate</b> Size: 8.5 x 11 inches	10.00	1,080,000.00
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.

CHARKIEL ENTERPRISES

Very Truly Yours, **Mayor ROZARIO ROLANDO B. BIAZON**

Conforme:

*Manolito Padolina*  
Signature over printed name

Authorized Official

Date  
*6-10-25*

(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

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 Address: **Muntinlupa City** Date: **June 10, 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
17	50	pcs	Printing: Offset full color print with perforation <b>Closure Order</b> Size: 2 x 3 ft. Material: tarpaulin Printing: Full color print	150.00	7,500.00
18	260	pcs	<b>*Printing materials will be in staggered delivery/staggered payment</b> <b>LEIPO</b> Printing of IEM Materials planner as marketing/promotional collaterals of the city <b>Printing of IEM Materials (Planner)</b> Size: 8.5 inches x 5.5 inches Materials: Book 80 Printing: colored Binding: Spring bind with PVC cover on top Printing of tarpaulins, brochures and giant cheque for the conduct of Star Up Program	995.00	258,700.00
19	1	pc	Tarpaulins 14' x 16'	5,600.00	5,600.00
20	5	pcs	4' x 30'	3,000.00	15,000.00
21	1	pc	8 x 12'	2,400.00	2,400.00
22	100	pcs	<b>Brochures</b> Trifold Brochure Size: 8.5 x 11 inches Materials: c2s 80 gsm glossy	25.00	2,500.00
23	3	pcs	<b>Giant Cheque</b> 24' x 48'	3,400.00	10,200.00
24	5	pcs	<b>DAPCO</b> Tarpaulin 4 x 8	800.00	4,000.00
25	45	pcs	Pre Test, Post Test, Evaluation, sheet, 8x11, sub 20	5.00	225.00
26	300	pcs	Handout (10 pages), 8 x 11, sub 20	5.00	1,500.00
27	150	pcs	Worksheet/booklet (5 pages), 8 x 11, sub 20	5.00	750.00
28	24	pcs	GINHAWA Training Manual, 8 x 11, sub 20, 80 pages	400.00	9,600.00

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.

Conforme: **CHARKIEL ENTERPRISES**  
 Signature over printed name: *Manolito Padolina*  
 Date: *6-16-25*

Very Truly Yours: **Mayor ROZANO RUPINO 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
	_____ Authorized Official	_____ Chief Account

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Date : **June 10, 2025**

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Gentlemen :  
Please be furnish this office the following articles subject to the terms and condition contain herein:

Place of delivery : \_\_\_\_\_  
Date of delivery : \_\_\_\_\_

Delivery Term : \_\_\_\_\_  
Payment Term : \_\_\_\_\_

Item No.	Quantity	Unit	Description	Unit Cost	Amount
29	24	pcs	KKDK Training Manual, 8 x 11, sub 20, 492 pages	1,710.00	41,040.00
30	24	pcs	KKDK Training Manual, 8 x 11, sub 20, 85 pages	400.00	9,600.00
31	24	pcs	SBIRT Training Manual, 8 x 11, sub 20, 92 pages	450.00	10,800.00
xxxxxx PAGE 4 xxxxxx---					
PRINTING OF TARPAULINS, FORMS & IEC MATERIALS FOR USE OF VARIOUS OFFICES.					=====
					<b>4,863,315.00</b>

Total Amounts in words: \_\_\_\_\_

In case of failure to make the full delivery within the the specified above, a penalty of \_\_\_\_\_ percent for every day of delay shall be imposed.

**CHARKIEL ENTERPRISES**  
 Conforme: \_\_\_\_\_  
 Signature over printed name  
 Date: 6-16-25

Very Truly Yours,  
**Mayor ROZZANO RUFINO B. BIAZON**  
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 Authorized Official

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 Certified Correct : \_\_\_\_\_  
 Secretary of the Sanggunian

Requesting Office/Dept. \_\_\_\_\_  
 \_\_\_\_\_  
 Authorized Official

Funds Available : \_\_\_\_\_  
 Amount : \_\_\_\_\_  
 R.O. No. : \_\_\_\_\_  
 \_\_\_\_\_  
 Chief Account