



Republic of the Philippines
CITY OF NAGA
 J. Miranda Ave., Concepcion Pequeña, Naga City 4400
BIDS AND AWARDS COMMITTEE (BAC)



NOTICE TO BIDDER WITH LOWEST CALCULATED BID (LCB)

March 21, 2023

Ms. MARJORIE M. TEOXON
 Owner/Proprietor, **JAN KIM GENERAL MERCHANDISE**
 Ninoy and Cory Avenue, CBD II
 Bgy. Triangulo, Naga City

Dear Madam:

This has reference to the procurement for the **Supply and Delivery of Office Supplies** for use of various offices, **Project/Contract Reference Number: 2023-014**, which was conducted last March 17, 2023.

Please be informed that we have conducted a detailed evaluation of all bids using non-discretionary criteria in considering the completeness of the bid and arithmetical computations. All the bids submitted were evaluated on an equal footing to ensure fair and competitive bid comparison.

Upon careful examination, validation and verification of the all the bids submitted, we are happy to inform you have submitted the **Lowest Calculated Bid (LCB)** for the following items:

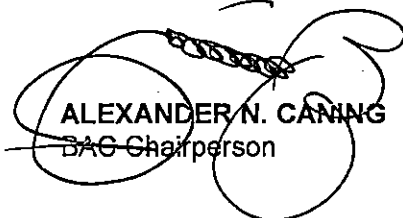
Item No.	Qty.	Unit	Items
16	100	reams	Paper, size A3, 70GSM S20

Within a non-extendible period of five (5) calendar days from receipt of this notice, please submit the following:

- (a) Latest income and business tax returns per Revenue Regulations No. 3-2005; Income Tax Return (ITR) – 3rd and 4th Quarter of 2022;
- (b) Business/Mayor's Permit 2023 – Naga City

Failure to submit such documents and findings against the veracity of such shall be ground for forfeiture of the bid security and will disqualify you for post-qualification and award.

Very truly yours,


ALEXANDER N. CANING
 BAC Chairperson

Received by the Bidder:


 Date: _____



Republic of the Philippines
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BIDS AND AWARDS COMMITTEE (BAC)



NOTICE OF AWARD

April 11, 2023

Ms. MARJORIE M. TEOXON
Owner/Proprietor, **JAN KIM GENERAL MERCHANDISE**
Ninoy and Cory Avenue, CBD II
Bgy. Triangulo, Naga City

Dear Madam:

We are happy to notify you that your Bid dated **March 17, 2023** for execution of the **Supply and Delivery of Office Supplies, Project/Contract Reference Number: 2023-014**, for the Contract Price of equivalent to **THIRTY FIVE THOUSAND FIVE HUNDRED (Php 35,500.00) PESOS**, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted.

You are hereby required to provide within ten (10) days the performance security in the form and the amount stipulated in the Instructions to Bidders. Failure to provide the performance security shall constitute sufficient ground for cancellation of the award and forfeiture of the bid security.

Very truly yours,

NELSON S. LEGACION
City Mayor & Head of Procuring Entity

Conforme:

Date: 4/20/23



Republic of the Philippines
CITY OF NAGA
 J. Miranda Ave., Concepcion Pequeña, Naga City 4400
BIDS AND AWARDS COMMITTEE (BAC)



NOTICE TO PROCEED

April 28, 2023

Ms. MARJORIE M. TEOXON
 Owner/Proprietor, **JAN KIM GENERAL MERCHANDISE**
 Ninoy and Cory Avenue, CBD II
 Bgy. Triangulo, Naga City

Dear **Madam**:

The attached Contract Agreement having been approved, notice is hereby given to **JAN KIM GENERAL MERCHANDISE** that work may commence on the **Supply and Delivery of Office Supplies, Project/Contract Reference Number: 2023-014** effective one (1) calendar day after the receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the City Government of Naga.

Very truly yours,

NELSON S. LEGACION
 City Mayor & Head of Procuring Entity

I acknowledge receipt of this Notice on _____

Name of the Representative of the Bidder: MARJORIE M. TEOXON 05/02/23

Authorized Signature: _____

CONTRACT AGREEMENT

THIS AGREEMENT made the 28th day of April, 2023 between the City Government of Naga, Naga City, Philippines (hereinafter called "the Entity") of the one part and Jan Kim General Merchandise of Ninoy and Cory Avenue, CBD II, Bgy. Triangulo, Naga City (hereinafter called "the Supplier") of the other part;


WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **Supply and Delivery of Office Supplies, Project/Contract Reference Number: 2023-014** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Thirty Five Thousand Five Hundred (Php 35,500.00) Pesos** (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 **Thirty Five Thousand Five Hundred (Php 35,500.00) Pesos** or such other sums as may be ascertained, Jan Kim General Merchandise agrees to supply and deliver the office supplies in accordance with his/her/its Bid.
4. The *City Government of Naga* 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.

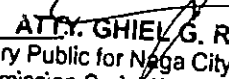

NELSON S. LEGACION
City Mayor
for
City Government of Naga


MARJORIE M. TEOXON
Supplier
for
Jan Kim General Merchandise

Acknowledgment

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20____ at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her _____ [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____

Witness my hand and seal this ____ day of _____,

20____, 
ATTY. GHIESL G. ROSALES
Notary Public for Naga City, Camarines Sur
Commission Serial No. 23-46 until 12/31/24
Roll No. 79031, IBP No. 211599
TR No. 7688557 Issued 11/17/22