



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



NOTICE OF AWARD

April 11, 2023

Ms. ARLYN L. MOTOC
Owner/Proprietor, **MAGTUR GENERAL MERCHANDISE**
Block 3, Lot 48, Deca Homes Langon Vista
Bgy. Cararayan, 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 Common Office Supplies, Project/Contract Reference Number: 2023-015**, for the Contract Price of equivalent to **TWO HUNDRED NINETY TWO THOUSAND SEVEN HUNDRED FORTY SIX (Php 292,746.00) 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: 4-13-23

Resolution Declaring LCRB and Recommending Approval

WHEREAS, the City Government of Naga advertised and posted the Invitation to Bid of the **Supply and Delivery of Common Office Supplies, Contract Reference Number: 2023-015**, in the City Government of Naga website (www.naga.gov.ph), the PhilGEPS and at conspicuous place at the premises of the City Government of Naga continuously for 7 days from February 23 to March 2, 2023;

WHEREAS, in response to the said advertisement, five (5) bidders purchased bid documents;

WHEREAS, five (5) bids were submitted on March 17, 2023 and all passed the preliminary examination of bids;

WHEREAS, the bid proposals for the following items were found to be substantially complying:

Item No.	Qty.	Unit	Item	Approved Budget for the Contract (ABC)	Bid Amount (As Read)	% Variance from ABC
2	10	cart	Ink Cart, HP 515, black	4,500.00	3,200.00	28.89
3	9	cart	Ink Cart, HP 83A (black)	77,310.00	36,900.00	52.27
4	6	cart	Ink Cart, HP CE285A	51,540.00	22,800.00	55.76
5	4	cart	Ink Cart, HP CH565A (HP82) black	19,960.00	15,200.00	23.85
6	4	cart	Ink Cart, HP CH566A (HP82) cyan	19,960.00	15,200.00	23.85
7	4	cart	Ink Cart, HP CH567A (HP82) magenta	19,960.00	15,200.00	23.85
8	4	cart	Ink Cart, HP CH568A (HP82) yellow	19,960.00	15,200.00	23.85
10	2	cart	Ink Cart, HP CN693AA, (HP704), tri-color	1,990.00	1,180.00	40.70
11	2	cart	Ink Cart, HP Laser Pro M12A	15,980.00	8,000.00	49.94
12	1	cart	Ink Cart, HP Laser Pro M154A (black)	7,990.00	4,000.00	49.94
13	1	cart	Ink Cart, HP Laser Pro M154A (cyan)	7,990.00	4,000.00	49.94
14	1	cart	Ink Cart, HP Laser Pro M154A (magenta)	7,990.00	4,000.00	49.94
15	1	cart	Ink Cart, HP Laser Pro M154A (yellow)	7,990.00	4,000.00	49.94
22	1	cart	Ink Cart, toner, Canon Photocopier (NPG-32)	7,990.00	5,500.00	31.16
25	5	cart	Ink Cart, 001, black, Epson L6170	3,975.00	2,000.00	49.69
48	2	cart	Ink Cart, 003, yellow, Epson L310	640.00	470.00	26.56
50	2	cart	Ink Cart, 003, yellow, Epson L3210	640.00	470.00	26.56
51	15	cart	Ink Cart, 005, black, Epson	23,925.00	7,200.00	69.91
52	20	cart	Ink Cart, 005, black, Epson Ecotank	31,900.00	9,600.00	69.91
58	24	cart	Ink Cart, black, Epson (T673)	30,000.00	8,400.00	72.00
60	31	cart	Ink Cart, black, HP Gt52	15,035.00	9,300.00	38.14
61	23	cart	Ink Cart, black, HP Gt53	11,155.00	6,900.00	38.14
63	41	cart	Ink Cart, cyan, HP Gt52	19,885.00	12,300.00	38.14
64	7	cart	Ink Cart, light cyan, Epson (T673)	8,750.00	2,100.00	76.00
65	7	cart	Ink Cart, light magenta, Epson (T673)	8,750.00	2,100.00	76.00
67	7	cart	Ink Cart, magenta, Epson (T673)	8,750.00	2,100.00	76.00

68	6	cart	Ink Cart, magenta, Epson 5190	1,920.00	1,446.00	24.69
69	29	cart	Ink Cart, magenta, HP Gt52	14,065.00	8,700.00	38.14
71	7	cart	Ink Cart, yellow, Epson (T673)	8,750.00	2,100.00	76.00
72	6	cart	Ink Cart, yellow, Epson 5190	7,500.00	1,410.00	81.20
74	41	cart	Ink Cart, yellow, HP Gt52	18,450.00	12,300.00	33.33
75	12	cart	Ink Cart, HP 315, black	5,400.00	3,600.00	33.33
77	12	cart	Ink Cart, magenta, HP Gt5	5,400.00	4,200.00	22.22
79	5	cart	Ink Cart, black, Canon GI-71, 135ml	2,400.00	1,900.00	20.83
80	3	cart	Ink Cart, cyan, Canon GI-71, 70ml	1,440.00	1,050.00	27.08
81	3	cart	Ink Cart, magenta, Canon GI-71, 70ml	1,440.00	1,050.00	27.08
82	3	cart	Ink Cart, yellow, Canon GI-71, 70ml	1,440.00	1,050.00	27.08
83	31	cart	Ink Cart, black, Canon GI-790	15,345.00	11,780.00	23.23
84	23	cart	Ink Cart, cyan, Canon GI-790	11,385.00	8,280.00	27.27
85	23	cart	Ink Cart, magenta, Canon GI-790	11,385.00	8,280.00	27.27
86	23	cart	Ink Cart, yellow, Canon GI-790	11,385.00	8,280.00	27.27
TOTAL				552,220.00	292,746.00	46.99

WHEREAS, upon careful examination, validation and verification of all the eligibility, technical and financial requirements submitted by the Bidder with the Lowest Calculated Bid, its bid has been found to be responsive;

NOW, THEREFORE, We, the Members of the Bids and Awards Committee, hereby **RESOLVE** as it is hereby **RESOLVED**:

- a) To declare **MAGTUR GENERAL MERCHANDISE** as the Bidder with the Lowest Calculated and Responsive Bid for the **Supply and Delivery of Common Office Supplies, Contract Reference Number: 2023-015**, and,
- b) To recommend for approval by the City Mayor of the City Government the foregoing findings.

RESOLVED, this 3rd day of April, 2023.


ALEXANDER N. CANING
 BAC Chairman


REUEL M. OLIVER
 Vice Chairman

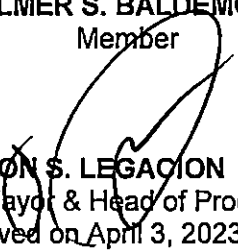
MCGYVER GERARD S. ORBINA
 Member

FRANCISCO M. MENDOZA
 Member


ELMER S. BALDEMORO
 Member

ARTHUR F. ABONAL
 Member


PAUL JOHN F. BARROSA
 Member


NELSON S. LEGACION
 City Mayor & Head of Procuring Entity
 Approved on April 3, 2023.

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____, 2023 between the City Government of Naga, Naga City, Philippines (hereinafter called "the Entity") of the one part and Magtur General Merchandise of Block 3, Lot 48, Deca Homes Langon Vista, Bgy. Cararayan, 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 Common Office Supplies, Project/Contract Reference Number: 2023-015 and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of Two Hundred Ninety Two Thousand Seven Hundred Forty Six (Php 292,746.00) 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 Two Hundred Ninety Two Thousand Seven Hundred Forty Six (Php 292,746.00) Pesos or such other sums as may be ascertained, Magtur General Merchandise agrees to supply and deliver the common 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

ARLYN L. MOTOC

Supplier
for:

Magtur General Merchandise

Acknowledgment APR 19 2023

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____

APR 19 2023

ATTY. ROMEB S. TAYO

Notary Public

PANGANIBAN ST., NAGA CITY, CAM. SUR, PHILIPPINES
Roll No. 27681; Page No. 37, Book No. XII, May 04, 1977
IBPT.R. NO. 1204. 11/08/22: PTR NO. 7671793. 01/05/23
MCLE No. VI-000346510/12-17: TIN No. 124-381-434
COMM. SERIAL NO. 23-10, UNTIL DECEMBER 31, 2024



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



NOTICE TO PROCEED

April 19, 2023

Ms. ARLYN L. MOTOC
Owner/Proprietor, **MAGTUR GENERAL MERCHANDISE**
Block 3, Lot 48, Deca Homes Langon Vista
Bgy. Cararayan, Naga City

Dear Madam:

The attached Contract Agreement having been approved, notice is hereby given to **MAGTUR GENERAL MERCHANDISE** that work may commence on the **Supply and Delivery of Common Office Supplies, Project/Contract Reference Number: 2023-015** 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 04-24-2023

Name of the Representative of the Bidder: ARLYN L. MOTOC

Authorized Signature: 