

BAC Resolution Declaring SCRB and Recommending Approval

BAC RESOLUTION NO. G-057 series of 2023

WHEREAS, the Municipality of Paniqui advertised the Invitation to Apply for Eligibility and to bid of the **Procurement of various Office Supplies to be used by various offices (4th Qtr 2023), LGU-Paniqui, Tarlac** posting the notice of bidding in the PHILGEPS, Bulletin Board and other conspicuous place in the premises of the LGU continuously for 9 days;

WHEREAS, in response to the said advertisements, one (1) bidder/supplier submitted letter of intent and applications for eligibility. The supplier purchased bid documents and was found eligible on November 28, 2023;

WHEREAS, the bidding documents were submitted on November 28, 2023 and the bidder passed the preliminary examination of bids;

WHEREAS, the bid proposal/s of the bidder was found to be substantially complying:

Name of Bidder	Bid Amount (As Read)	% Variance from ABC
1. Heptagon Office Supplies and Equipment Trading	P 502,734.00	1.0006%

WHEREAS, the detailed evaluation of bids conducted on November 29, 2023 resulted in the following:

Name of Bidder	Bid Amount (As Calculated)	% Variance from ABC
1. Heptagon Office Supplies and Equipment Trading	P 502,734.00	1.0006%

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

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

- a) To declare **Heptagon Office Supplies and Equipment Trading** as the Bidder with the Single Calculated and Responsive Bid for the *Procurement of various Office Supplies to be used by various offices (4th Qtr 2023), LGU-Paniqui, Tarlac;*
- b) To recommend for approval by the Municipal Mayor of the Municipality of Paniqui, Tarlac the foregoing findings.

RESOLVED, at the BAC Office, Municipal Compound, Paniqui, Tarlac, this 1st day of December 2023.



EUGENIO B. GALANGA, RSW
BAC Chairman



ZOILO C. BRIONES
BAC Vice Chairman



RAYMOND C. GAMBITO
BAC Member



LOLITA B. MOLINA
BAC Member



ESTRELITA M. SANCHEZ
BAC Member



HON. LEONARDO M. ROXAS
Municipal Mayor

Approved on: December 1, 2023



Republic of the Philippines
MUNICIPALITY OF PANIQUI
Province of Tarlac

NOTICE OF AWARD

December 04, 2023

HEPTAGON OFFICE SUPPLIES AND EQUIPMENT TRADING

#600 Brgy. Balayang
Victoria, Tarlac

Dear Sir / Madame:

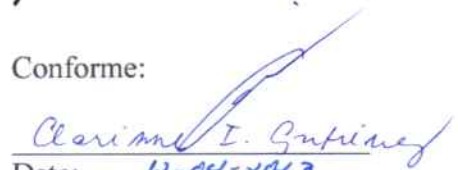
This is to notify you that the *Procurement of various Office Supplies to be used by various offices (4th Qtr 2023), LGU-Paniqui, Tarlac* is hereby awarded to you as the Bidder with the Single Calculated Responsive Bid at a Contract Price equivalent to **Five Hundred Two Thousand Seven Hundred Thirty Four Pesos Only (Php 502,734.00)**.

You are therefore required, within ten (10) days from the receipt of this Notice of Award, to formally enter into contract with us, and to submit the Performance Security in the form and the amount stipulated in the Instructions to Bidders. Failure to enter into said contract or provided the Performance Security shall constitute a sufficient ground for cancellation of this award and forfeiture of your Bid Security.

Very truly yours,


HON. LEONARDO M. ROXAS
Municipal Mayor

Conforme:


Date: 12-04-2023



Republic of the Philippines
MUNICIPALITY OF PANIQUI
Province of Tarlac

CONTRACT OF AGREEMENT

THIS AGREEMENT, made this **5th** day of **December 2023** between the Municipality of Paniqui, represented by **HON. LEONARDO M. ROXAS**, (hereinafter called the "Entity") and **HEPTAGON OFFICE SUPPLIES AND EQUIPMENT TRADING** of #600 Brgy. Balayang, Victoria, Tarlac (hereinafter called the "Contractor").

WHEREAS, the Entity is desirous that the Contractor execute the *Procurement of various Office Supplies to be used by various offices (4th Qtr 2023), LGU-Paniqui, Tarlac* (hereinafter called the "Works") and the Entity has accepted the Bid for **Five Hundred Two Thousand Seven Hundred Thirty Four Pesos Only (Php 502,734.00)** by the Contractor for the execution and completion of such Works with the contract duration of Fourteen (14) days.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

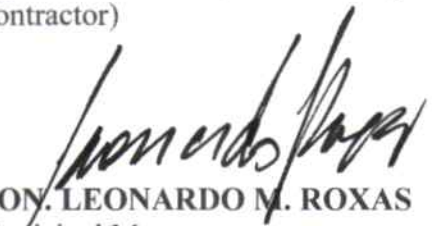
1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as integral part of this Agreement, to wit:
 - (a) General and Special Conditions of Contract;
 - (b) Drawings/plans;
 - (c) Specifications;
 - (d) Invitation to Bid;
 - (e) Instructions to Bidders;
 - (f) Bid Data Sheet;
 - (g) Addenda and/or Supplemental/Bid Bulletins, if any;
 - (h) 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;
 - (i) Eligibility requirements, documents and/or statements;
 - (j) Performance Security;
 - (k) Notice of Award of Contract and the Bidder's conforme thereto;
 - (l) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the contractor hereby covenants with the Entity to execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.
4. The Entity covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, this Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.



HON. LEONARDO M. ROXAS
Municipal Mayor

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before within.

Signed, sealed, delivered by **HON. LEONARDO M. ROXAS** the Municipal Mayor (for the Entity)

Signed and sealed, delivered by **CLARISSE I. GUTIERREZ** the Manager/Owner (for the Contractor)


HON. LEONARDO M. ROXAS
Municipal Mayor


CLARISSE I. GUTIERREZ
Manager / Owner

ACKNOWLEDGEMENT

Republic of the Philippines)
MUNICIPALITY OF PANIQUI)S.S.
Province of Tarlac)

BEFORE ME, A Notary Public and in the Province of Tarlac, personally appeared **HON. LEONARDO M. ROXAS** and **CLARISSE I. GUTIERREZ**, KNOWN to me and to me known to be the same persons who executed the following CONTRACT AND AGREEMENT and they acknowledged to me that the same are their true act and deed for and in behalf of the PARTIES they represent.

IN WITNESS HEREOF, I have hereunto affixed my signature and seal this 5th day of DECEMBER, 2023.

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Page No. 90
Book No. 10
Series of 7017


ATTY. MELIZA JOY P. MANALO, CPA
NOTARY PUBLIC
ATTORNEY REG. No. 82812
NOTARIAL COMMISSION No. N-382-23
MCLE COMPLIANCE NO. VIII-0000458, 05/14/2025
BP No. 231715, 06/16/22
PTR No. 4519592, 02/03/2022
UNTIL DECEMBER 31, 2024



Republic of the Philippines
MUNICIPALITY OF PANIQUI
Province of Tarlac

NOTICE TO PROCEED

December 06, 2023

HEPTAGON OFFICE SUPPLIES AND EQUIPMENT TRADING

#600 Brgy. Balayang
Victoria, Tarlac

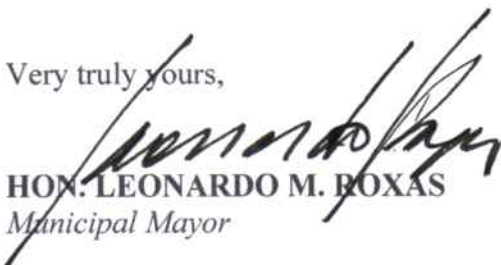
Dear Sir / Madame:

The attached Contract Agreement having been approved, notice is hereby given to **HEPTAGON OFFICE SUPPLIES AND EQUIPMENT TRADING** of #600 Brgy. Balayang, Victoria, Tarlac that work may commence on the *Procurement of various Office Supplies to be used by various offices (4th Qtr 2023), LGU-Paniqui, Tarlac* effective December 06, 2023 or seven (7) days after the receipt of this notice.

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

Very truly yours,


HON. LEONARDO M. ROXAS
Municipal Mayor

I acknowledge receipt of this Notice on : 12-07-2023

Name of the Representative of the Bidder : CLARISSE I. GUTIERREZ

Authorized Signature : 