

**BAC Resolution Declaring SCRB and Recommending Approval**

**BAC RESOLUTION NO. G-005 series of 2024**

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 (1<sup>st</sup> Qtr 2024), 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 21 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 February 5, 2024;

WHEREAS, the bidding documents were submitted on February 5, 2024 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. ASRA Office Supplies and Equipment Trading	P 240,441.30	1.0000%

WHEREAS, the detailed evaluation of bids conducted on February 7, 2024 resulted in the following:

Name of Bidder	Bid Amount (As Calculated)	% Variance from ABC
2. ASRA Office Supplies and Equipment Trading	P 240,441.30	1.0000%

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;

Handwritten signatures and initials in blue ink on the right side of the page, including a large signature at the top, a signature in the middle, and initials at the bottom.

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

- a) To declare **ASRA 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 (1<sup>st</sup> Qtr 2024), 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 12<sup>th</sup> day of February 2024.




**EUGENIO B. GALANGA, RSW**  
BAC Chairman



**ZOILLO 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: February 12, 2024



Republic of the Philippines  
MUNICIPALITY OF PANIQUI  
Province of Tarlac

## NOTICE OF AWARD

February 16, 2024

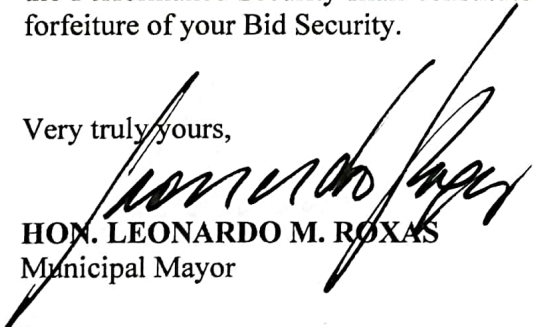
**ASRA OFFICE SUPPLIES AND EQUIPMENT TRADING**  
Phase II, Sampaguita St., Ninas Ville Subd., Suizo  
Tarlac City

Dear Sir / Madame:


This is to notify you that the *Procurement of various Office Supplies to be used by various offices (1<sup>st</sup> Quarter 2024), LGU-Paniqui, Tarlac* is hereby awarded to you as the Bidder with the Single Calculated Responsive Bid at a Contract Price equivalent to **Two Hundred Forty Thousand Four Hundred Forty One & 30/100 Pesos Only (Php 240,441.30)**.

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: FEB. 16, 2024



Republic of the Philippines  
MUNICIPALITY OF PANIQUI  
Province of Tarlac

## CONTRACT OF AGREEMENT

**THIS AGREEMENT**, made this 19<sup>th</sup> day of **February 2024** between the Municipality of Paniqui, represented by **HON. LEONARDO M. ROXAS**, (hereinafter called the "Entity") and **ASRA OFFICE SUPPLIES AND EQUIPMENT TRADING** of Phase II, Sampaguita St., Ninas Ville Subd., Suizo, Tarlac City (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 (1<sup>st</sup> Quarter 2024), LGU-Paniqui, Tarlac* (hereinafter called the "Works") and the Entity has accepted the Bid for **Two Hundred Forty Thousand Four Hundred Forty One & 30/100 Pesos Only (Php 240,441.30)** 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.

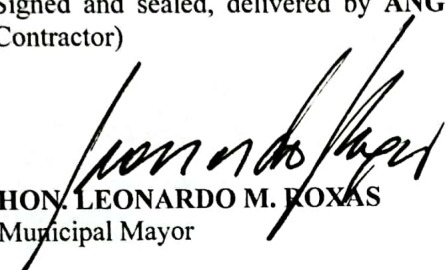
*Angela A. Felicitano*  
ANGELA A. FELICITANO

  
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 **ANGELITA A. FELICIANO** the Manager/Owner (for the Contractor)



**HON. LEONARDO M. ROXAS**  
Municipal Mayor



**ANGELITA A. FELICIANO**  
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 **ANGELITA A. FELICIANO**, 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 \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**FEB 19 2024**



**ENRIQUE G. BARIN**  
Notary Public  
Until December 31, 2024  
PTR No. 05953851 / 1-2-2024  
IBP No. 408380 / 01-19-2024  
Tarlac City / Roll No. 37064  
MCLE Compliance No. VII-0030153  
Valid until April 14, 2025

Doc. No. 347  
Page No. 77  
Book No. CCLXVI  
Series of 2024



Republic of the Philippines  
MUNICIPALITY OF PANIQUI  
Province of Tarlac

## NOTICE TO PROCEED

February 26, 2024

**ASRA OFFICE SUPPLIES AND EQUIPMENT TRADING**  
Phase II, Sampaguita St., Ninas Ville Subd., Suizo  
Tarlac City

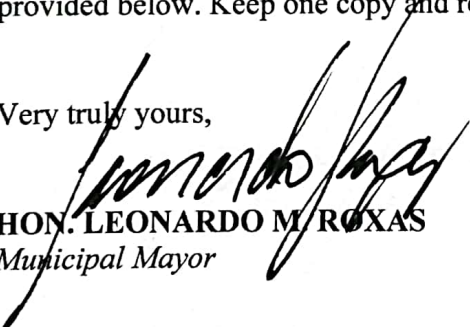
Dear Sir / Madame:

The attached Contract Agreement having been approved, notice is hereby given to **ASRA OFFICE SUPPLIES AND EQUIPMENT TRADING** of Phase II, Sampaguita St., Ninas Ville Subd., Suizo, Tarlac City that work may commence on the *Procurement of various Office Supplies to be used by various offices (1<sup>st</sup> Quarter 2024), LGU-Paniqui, Tarlac* effective February 26, 2024 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 :

Name of the Representative of the Bidder :

Authorized Signature :

\_\_\_\_\_

ANGELITA A. FELICIANO



\_\_\_\_\_