

**BAC Resolution Declaring SCRB and Recommending Approval**

**BAC RESOLUTION NO. G-015 series of 2024**

WHEREAS, the Municipality of Paniqui advertised the Invitation to Apply for Eligibility and to bid of the *Procurement of various Office Equipment, Paniqui General Hospital, Brgy. Samput, Paniqui, Tarlac* posting the notice of bidding in the PHILGEPS, Bulletin Board and other conspicuous place in the premises of the LGU continuously for 7 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 April 15, 2024;

WHEREAS, the bidding documents were submitted on April 15, 2024 the lone bidder passed the preliminary examination of bids;

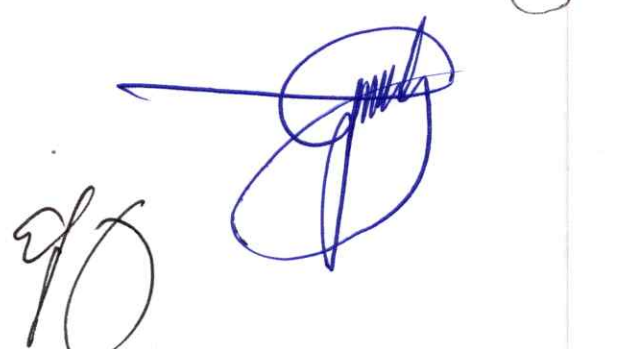
WHEREAS, the bid proposal/s of the bidder was found to be substantially complying:

<b>Name of Bidder</b>	<b>Bid Amount (As Read)</b>	<b>% Variance from ABC</b>
1. Heptagon Office Supplies and Equipment Trading	P 299,000.00	0.3333%

WHEREAS, the detailed evaluation of bids conducted on April 17, 2024 resulted in the following:

<b>Name of Bidder</b>	<b>Bid Amount (As Calculated)</b>	<b>% Variance from ABC</b>
1. Heptagon Office Supplies and Equipment Trading	P 299,000.00	0.3333%

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 Equipment, Paniqui General Hospital, Brgy. Samput, 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 19<sup>th</sup> day of April 2024.



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



**ZOLITO 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: April 19, 2024



Republic of the Philippines  
MUNICIPALITY OF PANIQUI  
Province of Tarlac

## NOTICE OF AWARD

April 22, 2024

### 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 Equipment, Paniqui General Hospital, Brgy. Samput, Paniqui, Tarlac* is hereby awarded to you as the Bidder with the Single Calculated Responsive Bid at a Contract Price equivalent to **Two Hundred Ninety Nine Thousand Pesos Only (Php 299,000.00)**.

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: APRIL 22, 2024



Republic of the Philippines  
MUNICIPALITY OF PANIQUI  
Province of Tarlac

## CONTRACT OF AGREEMENT

**THIS AGREEMENT**, made this 23<sup>rd</sup> day of April 2024 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 Equipment, Paniqui General Hospital, Brgy. Samput, Paniqui, Tarlac* (hereinafter called the "Works") and the Entity has accepted the Bid for **Two Hundred Ninety Nine Thousand Pesos Only (Php 299,000.00)** 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:

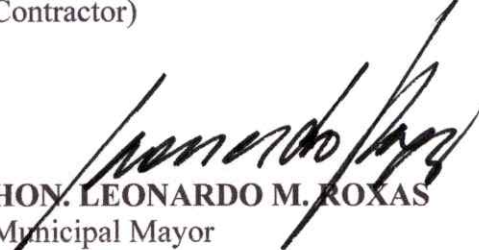
1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as integral part of this Agreement, to wit:
  - (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 27th day of April, 2024.

  
**ATTY WARREN WINDLELL D. SANSAGAT**  
Notary Public until December 31, 2024  
PTR No. 1954692 / Jan 2, 2024  
Roll No. 54168 / April 27, 2015  
IBP No. 353222 / Dec. 31, 2023  
MCLE Comp. No. VII-0013665  
Stall No. 4, Dulce Li Bldg., Gomez St.  
Pob. Sur, Paniqui, Tarlac

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Book No. 06  
Series of 2024



Republic of the Philippines  
MUNICIPALITY OF PANIQUI  
Province of Tarlac

## NOTICE TO PROCEED

April 24, 2024

### 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 Equipment, Paniqui General Hospital, Brgy. Samput, Paniqui, Tarlac* effective APRIL 24, 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 : APRIL 24, 2024

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

Authorized Signature : 