



Republic of the Philippines
MUNICIPALITY OF PANIQUE
Province of Tarlac

NOTICE OF AWARD

February 13, 2025

HEPTAGON OFFICE SUPPLIES AND EQUIPMENT TRADING

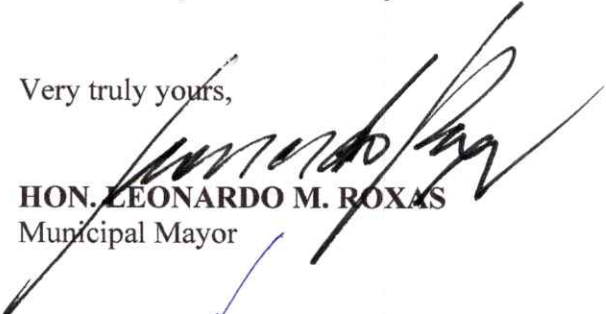
#600 Brgy. Balayang
Victoria, Tarlac

Dear Sir / Madame:

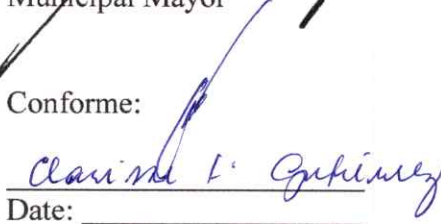
This is to notify you that the *Procurement of various Office Supplies to be used by various offices (1st Qtr 2025), LGU-Paniqui, Tarlac* is hereby awarded to you as the Bidder with the Single Calculated Responsive Bid at a Contract Price equivalent to **Nine Hundred Thirteen Thousand Three Hundred Seventy Two Pesos Only (Php 913,372.00)**.

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: _____



Republic of the Philippines
MUNICIPALITY OF PANIQUI
Province of Tarlac

CONTRACT OF AGREEMENT

THIS AGREEMENT, made this _____ day of _____ 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 (1st Qtr 2025), LGU-Paniqui, Tarlac* (hereinafter called the "Works") and the Entity has accepted the Bid for **Nine Hundred Thirteen Thousand Three Hundred Seventy Two Pesos Only (Php 913,372.00)** 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:

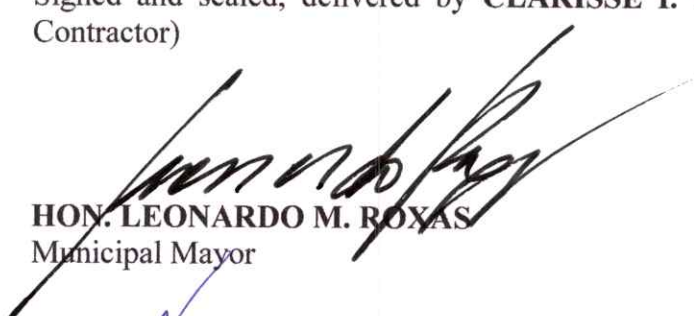
1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as integral part of this Agreement, to wit:
 - (a) 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 _____ day of _____, 2025.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



Republic of the Philippines
MUNICIPALITY OF PANIQUE
Province of Tarlac

NOTICE TO PROCEED

February 17, 2025

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 (1st Qtr 2025), LGU-Paniqui, Tarlac* effective _____ 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 :

