

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF GUBAT
Manook St., Gubat, Sorsogon

NOTICE TO PROCEED

December 07, 2023

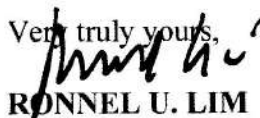
MARITES L. JARABO
TESS J. ENTERPRISES
JPT Bldg. Lustistica Pedro, Magsaysay St.
Almendras Sorsogon City

Dear Ma'am:

The attached Contract Agreement having been approved, notice is hereby given to TESS J. ENTERPRISES that work may commence on the **Purchase of Office Supplies for 4th Quarter of 2023, with reference no. PR1427**, effectively three days 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 Local Government Unit of Gubat.

Very truly yours,

RONNEL U. LIM
Municipal Mayor

I acknowledge receipt of this Notice on _____

Name of the Representative of the Bidder: MARITES L. JARABO

Authorized Signature:  _____

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF GUBAT
Manook St., Gubat, Sorsogon

Notice of Award

December 05, 2023

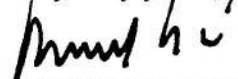
MARITES L. JARABO
TESS J. ENTERPRISES
JPT Bldg. Lustistica Pedro, Magsaysay St.
Almendras Sorsogon City

Dear Ma'am:

We are happy to notify you that your Bid dated November 30, 2023 or execution of the **Purchase of Office Supplies for 4th Quarter of 2023, with reference no. PR1427**, for the Contract Price of equivalent to **FOUR HUNDRED NINETY-SIX THOUSAND FOUR HUNDRED FORTY-THREE PESOS (P496,443.00)** 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,



RONNEL U. LIM
Municipal Mayor

Conforme:



MARITES L. JARABO
TESS J. ENTERPRISES

Date: _____

PURCHASE ORDER (SF-GOOD-58)
Local Government Unit - Gubat, Sorsogon

1427

Supplier	: TESS J ENTERPRISES	P.O. No.	: <u>2514</u>
Address	: MAGSAYSAY ST. SORSOGON CITY	Date	:
E-mail Address	:	Mode of Procurement	
Telephone No.	:	Public Bidding	
TIN	:		

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery	: LGU-Gubat, Sorsogon	P.O. No.	: _____
Date of Delivery	:	Date	:

Stock No.	Unit	DESCRIPTION	QTY.	Unit Cost	Amount
1	pc.	Air Freshener 180 grms (Gel Type) ()	50	225.00	11,250.00
2	piece	Air Freshener 300 ml (Spray Type) ()	50	300.00	15,000.00
3	pcs.	Ballpen, Ordinary (0.7 mm) black ()	800	5.50	4,400.00
4	piece	Bathroom Soap @ 90 grams ()	40	40.00	1,600.00
5	pack	Battery, size AA @ 4 pcs/pack ()	25	85.00	2,125.00
6	pack	Battery, size AAA @ 4 pcs/pack ()	25	100.00	2,500.00
7	ream	Bond Paper, Long s20 (S20/88 Brightness) ()	60	200.00	12,000.00
8	ream	Bond Paper, Short s20 (S20/88 Brightness) ()	60	175.00	10,500.00
9	ream	Book Paper Long (70 GSM/S20/97 Brightness) ()	60	215.00	12,900.00
10	ream	Book Paper PG A4 (70 GSM/S20/97 Brightness) ()	80	194.00	15,520.00
11	ream	Book Paper Short (70 GSM/S20/97 Brightness) ()	60	190.00	11,400.00
12	piece	Brown Plastic Envelope (Long) ()	300	10.00	3,000.00
13	piece	Calculator (12 digits + 2 way power) ()	20	536.63	10,732.60
14	box	Clip Binder Medium (1 5/8") @ 12 pcs/box ()	100	50.00	5,000.00
15	box	Clip Binder Small (3/4") @ 12 pcs/box ()	100	14.00	1,400.00
16	ream	Colored Bond Paper - short (multi colored) ()	20	215.00	4,300.00
17	ream	Colored Bond Paper-Long (multi colored) ()	20	250.00	5,000.00
18	pc	Computer Flash Drive 16GB ()	20	250.00	5,000.00
19	pc	Computer Flash Drive 32GB ()	20	300.00	6,000.00
20	piece	Computer Ink Epson 003 (Black) Genuine @ 65 ml. ()	20	313.75	6,275.00
21	PIECE	Computer Ink Refill (Black) T6641 @ 70ml (Generic) ()	100	60.00	6,000.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one(1) percent for every day of delay shall be imposed.

Very truly yours,

Conforme;

TESS J ENTERPRISES

Signature over printed name of Supplier

Date

Ronnel U. Lim
RONNEL U. LIM
 Municipal Mayor

Funds Available:

PURCHASE ORDER (SF-GOOD-58)
Local Government Unit - Gubat, Sorsogon

1427

Supplier	: TESS J ENTERPRISES	P.O. No.	: <u>2514</u>
Address	: MAGSAYSAY ST. SORSOGON CITY	Date	: _____
E-mail Address	: _____	Mode of Procurement	: _____
Telephone No.	: _____	Public Bidding	: _____
TIN	: _____		

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery	: LGU-Gubat, Sorsogon	P.O. No.	: _____
Date of Delivery	: _____	Date	: _____

Stock No.	Unit	DESCRIPTION	QTY.	Unit Cost	Amount
22	PIECE	Computer Ink Refill (Cyan) T6642 @ 70ml (Generic) ()	20	60.00	1,200.00
23	PIECE	Computer Ink Refill (Magenta) T6643 @ 70ml (Generic) ()	20	60.00	1,200.00
24	PIECE	Computer Ink Refill (Yellow) T6644 @ 70ml (Generic) ()	20	60.00	1,200.00
25	piece	Computer mouse (USB) ()	20	200.00	4,000.00
26	pc	Computer Ribbon, #15632 (LX310) ()	50	150.00	7,500.00
27	pc	Computer Ribbon, S015584 (FX2175) ()	50	460.00	23,000.00
28	piece	Correction Tape @ 5mm x 10m ()	300	35.78	10,734.00
29	piece	Cutter Heavy Duty (Big) ()	20	40.00	800.00
30	sachet	Detergent Powder @ 57 grams / sachet ()	800	11.00	8,800.00
31	pcs.	Disinfectant Spray (170 g) Lysol ()	20	300.00	6,000.00
32	pc	Diswashing Foam with Scouring Pad ()	60	18.00	1,080.00
33	PC	DOORMAT (Cotton @ 14" x 20") ()	50	40.00	2,000.00
34	roll	Double sided tape @ 1" x 10m ()	50	33.00	1,650.00
35	pc.	Downy (Fabric Conditioner) @ 25 ml ()	500	8.50	4,250.00
36	roll	Duct Tape 2 (48mm x 10m) ()	20	65.00	1,300.00
37	piece	Dust Pan Big ()	30	75.00	2,250.00
38	piece	Envelope Expanding Legal Size (wt garter) ()	300	16.00	4,800.00
39	piece	Envelope, Plastic (long) ()	300	10.00	3,000.00
40	pc	Envelope, Plastic (short) ()	200	8.00	1,600.00
41	pc	Folder Legal Size(Expandable) ()	300	18.00	5,400.00
42	piece	Folder w/ Hard Plastic Cover (File Clear Folder) ()	500	20.00	10,000.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one(1) percent for every day of delay shall be imposed.

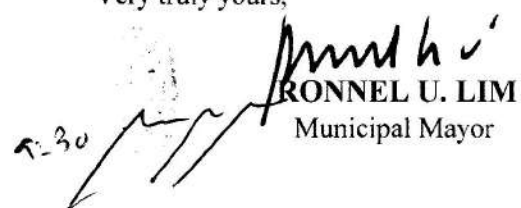
Very truly yours,

Conforme;

TESS J ENTERPRISES

Signature over printed name of Supplier

Date


RONNEL U. LIM
Municipal Mayor

Funds Available:

AVA E. ORRIQUE

ALOBS. No.

PURCHASE ORDER (SF-GOOD-58)
Local Government Unit - Gubat, Sorsogon

1427

Supplier	: TESS J ENTERPRISES	P.O. No.	: <u>2514</u>
Address	: MAGSAYSAY ST. SORSOGON CITY	Date	: _____
E-mail Address	: _____	Mode of Procurement	: _____
Telephone No.	: _____	Public Bidding	: _____
TIN	: _____		

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery	: LGU-Gubat, Sorsogon	P.O. No.	: _____
Date of Delivery	: _____	Date	: _____

Stock No.	Unit	DESCRIPTION	QTY.	Unit Cost	Amount
43	piece	Folder, Morocco (long) ()	300	13.00	3,900.00
44	piece	Folder, Morocco (short) ()	300	13.00	3,900.00
45	bundle	Folder, Ordinary (long) @ 50 pcs./bundle ()	30	293.13	8,943.90
46	roll	Garbage Bag (XXL) 26" x 32" @ 10 pcs/roll ()	150	85.00	12,750.00
47	pc	Garbage Bag 9" x 9" x 20" (Small) @ 25 pcs/roll ()	200	30.00	6,000.00
48	bottle	Glue @ 130g (Elmer's) ()	30	55.00	1,650.00
49	ream	Groundwood, Long ()	30	190.00	5,700.00
50	ream	Groundwood, Short ()	30	170.00	5,100.00
51	bundle	Hard Broom (Big) ()	50	30.00	1,500.00
52	piece	Highlighter Pen (Assorted Colors) ()	80	12.00	960.00
53	bundle	Mailing Envelope, Long @ 50 pcs/bundle ()	20	33.00	660.00
54	bundle	Mailing Envelope, Short @ 50 pcs/bundle ()	20	20.00	400.00
55	piece	Marker permanent,BLACK (Fine) ()	60	20.00	1,200.00
56	piece	Marker permanent,BLACK (Broad) ()	60	40.00	2,400.00
57	roll	Masking Tape 1" x 25 yard (big) ()	100	33.00	3,300.00
58	roll	Masking Tape 2" x 25 yard (big) ()	20	48.00	960.00
59	roll	Masking Tape 3" x 25 yard (big) ()	10	120.00	1,200.00
60	piece	Mighty Bond 3 grams ()	30	35.00	1,050.00
61	piece	Mouse Pad ()	30	45.00	1,350.00
62	piece	Multi Insect Killer (Baygon/Odorless) 500 ml. ()	30	550.00	16,500.00
63	bottle	Muriatic Acid 500 ml ()	40	70.00	2,800.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one(1) percent for every day of delay shall be imposed.

Very truly yours,

RONNEL U. LIM
Municipal Mayor

Conforme;

TESS J ENTERPRISES

Signature over printed name of Supplier

Date

11 DEC 2023

Funds Available:

ALOBS. No.

PURCHASE ORDER (SF-GOOD-58)
Local Government Unit - Gubat, Sorsogon

1427

Supplier	: TESS J ENTERPRISES	P.O. No.	: <u>2514</u>
Address	: MAGSAYSAY ST. SORSOGON CITY	Date	: _____
E-mail Address	: _____	Mode of Procurement	: _____
Telephone No.	: _____	Public Bidding	
TIN	: _____		

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery	: <u>LGU-Gubat, Sorsogon</u>	P.O. No.	: _____
Date of Delivery	: _____	Date	: _____

Stock No.	Unit	DESCRIPTION	QTY.	Unit Cost	Amount
64	piece	Notebook ()	50	26.00	1,300.00
65	roll	Packaging Tape 2" x 50 yards ()	30	30.00	900.00
66	piece	Pail 16 liters ()	10	150.00	1,500.00
67	box	Paper Clip, 1" ()	100	10.00	1,000.00
68	box	Paper Clip, Jumbo ()	100	22.00	2,200.00
69	box	Paper Fastener(heavy duty metal) ()	30	48.00	1,440.00
70	box	Paper Fastener(plastic) ()	100	35.00	3,500.00
71	jar	Paste @ 200 ml ()	20	58.00	1,160.00
72	box	Pencil Ordinary #1 @ 12 pcs/box ()	50	70.00	3,500.00
73	pack	Photopaper(A4) @ 20 pcs/pack ()	20	35.00	700.00
74	piece	Powder Cleanser 350 grams ()	60	48.00	2,880.00
75	kilo	Rag @ 1 kilo/bundle ()	30	100.00	3,000.00
76	piece	Official Record Book(300 pages) @ 8¼ x 10½ ()	30	166.00	4,980.00
77	piece	Official Record Book(500 pages) @ 8¼ x 10½ ()	30	200.00	6,000.00
78	box	Rubber Band #16 (small) 50 grms ()	60	20.00	1,200.00
79	box	Rubber Band #18 (Big) 350 grms ()	20	150.00	3,000.00
80	piece	Ruler, 12" ()	30	10.00	300.00
81	piece	Scissors, Big @ 9" length ()	50	120.00	6,000.00
82	piece	Scissors, Small @ 7" length ()	50	35.00	1,750.00
83	piece	Scouring Pad ()	60	25.00	1,500.00
84	box	SignPen(Pilot)Hi-tech pointV10Grip @ 12 pcs/box ()	10	1,250.00	12,500.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one(1) percent for every day of delay shall be imposed.

Very truly yours,

Conforme;

TESS J ENTERPRISES

Signature over printed name of Supplier

Date

RONNEL U. LIM

Municipal Mayor

Funds Available:

AVA E. OBRIQUE

ALOB. No.

Amount

PURCHASE ORDER (SF-GOOD-58)
Local Government Unit - Gubat, Sorsogon

1427

Supplier	: TESS J ENTERPRISES	P.O. No.	: <u>2514</u>
Address	: MAGSAYSAY ST. SORSOGON CITY	Date	:
E-mail Address	:	Mode of Procurement	
Telephone No.	:	Public Bidding	
TIN	:		

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery	: LGU-Gubat, Sorsogon	P.O. No.	: _____
Date of Delivery	:	Date	:

Stock No.	Unit	DESCRIPTION	QTY.	Unit Cost	Amount
85	piece	Soft Broom (thick) ()	50	120.00	6,000.00
86	ream	Special Paper Long 180 GSM @ 100 pcs/ream white (vellum) ()	10	331.25	3,312.50
87	ream	Special Paper Short 180 GSM @ 100 pcs/ream white (vellum) ()	10	290.00	2,900.00
88	piece	Stamp Pad Big ()	30	45.00	1,350.00
89	bottle	Stamp Pad Ink ()	100	20.00	2,000.00
90	piece	Stamping Dater ()	20	50.00	1,000.00
91	piece	Staple Remover ()	30	20.00	600.00
92	box	Staple Wire #10 ()	50	13.00	650.00
93	box	Staple Wire #35 ()	50	30.00	1,500.00
94	piece	Stapler #35 wt side staple remover ()	50	110.00	5,500.00
95	box	Sticky Note Medium 3x3 @ 12 pads/box ()	10	250.00	2,500.00
96	box	Sticky Note Small 2x3 @ 12 pads/box ()	10	190.00	1,900.00
97	bottle	Toilet Bowl & Urinal Cleaner @ 500 ml. ()	20	170.00	3,400.00
98	piece	Toilet Bowl Brush ()	30	70.00	2,100.00
99	piece	Toilet Deodorant @ 100 grams ()	200	85.00	17,000.00
100	roll	Toilet Tissue ()	960	13.00	12,480.00
101	roll	Transparent Tape 1" x 50 yard (big) ()	100	16.00	1,600.00
102	piece	Transparent Tape 2" x 50 yard (big) ()	50	33.00	1,650.00
103	roll	Twine (straw) 1 kg. ()	20	110.00	2,200.00
104	ream	Whitewove, Long Sub.20 ()	60	250.00	15,000.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one(1) percent for every day of delay shall be imposed.

Conforme;

TESS J ENTERPRISES

Signature over printed name of Supplier

Date

Very truly yours,

RONNEL U. LIM
Municipal Mayor

Funds Available:

ALOBS. No.

AVA F. ORRIQUE

PURCHASE ORDER (SF-GOOD-58)
Local Government Unit - Gubat, Sorsogon

1427

Supplier : **TESS J ENTERPRISES** P.O. No. : 2514
Address : **MAGSAYSAY ST. SORSOGON CITY** Date : _____
E-mail Address : _____ Mode of Procurement : _____
Telephone No. : _____ **Public Bidding**
TIN : _____

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery : LGU-Gubat, Sorsogon P.O. No. : _____
Date of Delivery : _____ Date : _____

Stock No.	Unit	DESCRIPTION	QTY.	Unit Cost	Amount
105	ream	Whitewove, Short Sub.20 ()	60	230.00	13,800.00
106	bottle	Liquid Bleach @ 500 ml. ()	60	30.00	1,800.00

**FOUR HUNDRED NINETY SIX THOUSAND FOUR HUNDRED FORTY
THREE PESOS ONLY**

496,443.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one(1) percent for every day of delay shall be imposed.


Very truly yours,

Conforme;


TESS J ENTERPRISES

Signature over printed name of Supplier

Date


RONNEL U. LIM
Municipal Mayor

Funds Available:

AVA E. OBRIQUE

ALOBS. No. : _____

SIGNED IN THE PRESENCE OF:

TESS J. ENTERPRISES by:

SIGNED IN THE PRESENCE OF:

LOCAL GOVERNMENT UNIT OF GUBAT
by:

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF GUBAT
Manook St., Gubat, Sorsogon

CONTRACT AGREEMENT

THIS AGREEMENT made the 6th day of **December, 2023** between **THE LOCAL GOVERNMENT UNIT OF GUBAT** of the Philippines (hereinafter called "the Entity") of the one part and **TESS J. ENTERPRISES** of **Sorsogon City** (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **Purchase of Office Supplies for 4th Quarter of 2023, with reference no. PR1427** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **FOUR HUNDRED NINETY-SIX THOUSAND FOUR HUNDRED FORTY-THREE PESOS (₱496,443.00)** (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 conform 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 **FOUR HUNDRED NINETY-SIX THOUSAND FOUR HUNDRED FORTY-THREE PESOS (₱496,443.00)** or such other sums as may be ascertained, **TESS J. ENTERPRISES** agrees to the **Purchase of Office Supplies for 4th Quarter of 2023, with reference no. PR1427** in accordance with his/her/its Bid.


MARITES L. JARABO
Owner/ Manager

AVA E. OBRIQUE
Municipal Accountant


RONNEL U. LIM
Municipal Mayor

SIGNED IN THE PRESENCE OF:

4. The **LOCAL GOVERNMENT UNIT OF GUBAT** 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.


MARITES L. JARABO
Owner/Manger
for:
TESS J. ENTERPRISES

RONNEL U. LIM
Municipal Mayor
for:
LOCAL GOVERNMENT UNIT OF GUBAT

TESS J. ENTERPRISES by:


MARITES L. JARABO
Owner/ Manager

SIGNED IN THE PRESENCE OF:

AVA E. OBRIQUE
Municipal Accountant

LOCAL GOVERNMENT UNIT OF GUBAT

by:


RONNEL U. LIM
Municipal Mayor

Doc. No. 246
Page No. 70
Book No. CLXXVI
Series of 2023.


ATTY. JOEL E. FULGUERAS
Notary Public Sorsogon Until Dec. 31, 2023

Roll No. 63054
Notary Public
Notarial Commission No. 2021-11/047
IBP Lifetime No. 015624 01-06-2017 Pasig City
PTR No. 0600653 01-03-2023 PTO Sorsogon
MCLE COMPLIANCE No. VII-0000954 09-26-2019 Pasig City