

Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
**BUREAU OF CORRECTIONS**  
 NATIONAL HEADQUARTERS  
 NBP Reservation, Muntinlupa City, Philippines, 1776



**NOTICE TO PROCEED**

**LIGAYA A. DADOR**  
 Authorized Representative  
 CARGARD GAS STATION  
 #65 National Road, Putatan, Muntinlupa City


Dear **Ms. Dador**:

Based on the approved Contract Agreement No. GS-26-05-020 (copy attached), notice is hereby given to Cargard Gas Station to commence on the Procurement of Fuel, Oil and Lubricant of the Bureau of Corrections 2026 effective 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 **BUREAU OF CORRECTIONS**.

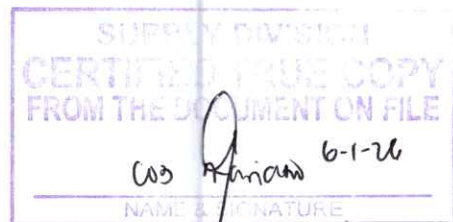
Very truly yours,

  
**GENERAL GREGORIO PIO P. CATAPANG JR. AFP (Ret.) CESE, CCLH**  
 Director General, Bureau of Corrections

I acknowledge receipt of this notice.



  
**LIGAYA A. DADOR**  
 Authorized Representative  
 CARGARD GAS STATION  
 Date Received 



## CONTRACT AGREEMENT

GS-26-05-020

### FUEL, OIL AND LUBRICANT 2026

*KNOW ALL MEN BY THESE PRESENTS:*

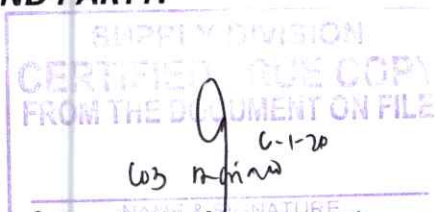
This Contract Agreement *hereinafter referred as Contract* for the Procurement of **Fuel, Oil and Lubricants**, made and executed on the 19<sup>th</sup> day of May 2026 in Bureau of Corrections, Muntinlupa City, Philippines by and between:

The **BUREAU OF CORRECTIONS (BuCor)**, a government agency organized under and by virtue of the laws of the Republic of the Philippines, under the Department of Justice, with principal office at NBP, Muntinlupa City, herein represented by **GENERAL GREGORIO PIO P CATAPANG JR., AFP (RET.), CESE, CCLH** in his capacity as Director General, *hereinafter referred to as the FIRST PARTY.*

*and*

**CARGARD GAS STATION** a business enterprise registered with the Department of Trade and Industry, with principal office at #65 National Road, Putatan, Muntinlupa City, herein represented by its authorized representative **MS LIGAYA A. DADOR** and *hereinafter referred to as the SECOND PARTY.*

#### SECTION ONE DURATION; GENERAL TERMS



1.1 The duration of this contract is from issuance of Contract Agreement and Notice to Proceed (NTP) until **December 31, 2026** subject to renewal at the option of the parties.

1.2 That the supply of petroleum, oil and lubricants business operations of the **SECOND PARTY** shall not be interrupted by reason of any price roll back, power failure whether black-out or brown-out, or any reason whatsoever, on account of fire, earthquake, typhoon, flood, riots, *coups*, civil disorder, war, labor, strikes, picketing or otherwise, except in cases of global oil shortage of *force majeure*.

1.3 The terms and conditions provided in the agreement and other documents appurtenant thereto are hereby adopted and deemed incorporated herein. The terms and conditions hereof shall not be modified or changed except when the changes or modifications will redound to the advantage of the government and upon consent of the **SECOND PARTY**.

1.4 That if there will arise any inconsistencies between the Agreement and shall be interpreted in a way that is most advantageous to the Government of the Philippines or to the BuCor in particular.

## SECTION TWO CONTRACT PRICE

2.1 For and in consideration of the total amount consumed based on the pump price which the FIRST PARTY agrees to pay unto the SECOND PARTY, the said SECOND PARTY agrees and undertakes to provide the supply of fuel, oil and lubricant for BuCor vehicles as well as for other gasoline-fed or diesel-fed equipment of the New Bilibid Prison and Correctional Institution for Women.

Moreover, the SECOND PARTY shall also provide the supply of engine oils, brake fluids, gear oil, premium ATF, grease, 2T oil, coolant and engine flush as per submitted quotation.

2.2 The Second Party shall submit its billing statement to the First Party every seven (7) days. Payment shall be made within ten (10) calendars days from the date of receipt of statement of account, subject to the First Party's usual accounting and auditing requirements.

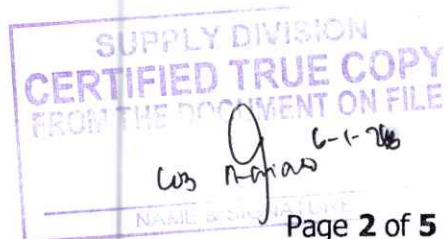
## SECTION THREE DUTIES AND RESPONSIBILITIES OF THE FIRST PARTY

3.1 With the exception of engine oils, grease, and other non-fuel products which can be acquired through **Purchase Order (PO)** system, FIRST PARTY shall provide the **Requisition and Issue Slip (RIS)** which will be the basis of the SECOND PARTY for the issuance of Diesel or Gasoline fuel for:

- a. BuCor Vehicle as provided in Section 2.1 and Section 4.2;
- b. BuCor farm tractor and other gasoline or diesel fed equipment such as, but not limited to grass cutter, ATVs, power generator, chain saw, submersible pumps etc.

3.2 The FIRST PARTY shall provide the List of the BuCor vehicles to the SECOND PARTY for reference, and which must be strictly adhered to.

3.3 The FIRST PARTY shall be responsible in transporting all the items that cannot be filled directly from the SECOND PARTY's Gasoline Station. Hence, it is within the latter's responsibility to ensure that any containers used relative thereto is suited for the purpose. Likewise, proper storage and safety measures shall be the sole responsibility of the FIRST PARTY.



**SECTION FOUR  
DUTIES AND OBLIGATIONS OF THE SECOND PARTY**

4.1 SECOND PARTY shall be responsible in ensuring that there will be an uninterrupted supply of petroleum, oil and lubricant for the FIRST PARTY vehicle and equipment as provided in Section 4.1 (a) (b).

4.2 SECOND PARTY shall comply with the provisions stipulated in the fuel stub/coupon to be issued by the FIRST PARTY.

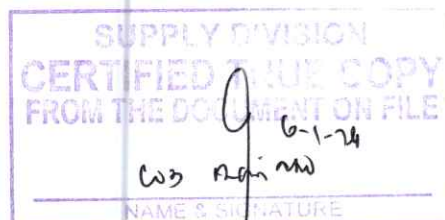
4.3 It is the SECOND PARTY's responsibility to ensure that only those BuCor vehicles and equipment as provided in Section 4.2 (a) (b) shall be filled up with fuel.

4.4 The SECOND PARTY shall be responsible in submitting other supporting documents that could validate the actual issuance of petroleum, oil and lubricant for collection of payment.

4.5 The SECOND PARTY shall accommodate fuel request within the operating hours of Cargard Gas Station, which is from 6:00 A.M. to 10:00 P.M. daily.

4.5 SECOND PARTY shall prepare its billing as provided in Section 2.2 on a monthly basis which must be presented to the Directorate for Logistics for checking and preparation of documents for its payment. As such, it shall be responsible in ensuring the correctness of its billing computation to facilitate processing of payment.

**SECTION FIVE  
NON-WAIVER**



5.1 The failure of FIRST PARTY to insist upon the strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any right or remedy that it may have under this contract or laws, nor shall it be construed as waiver of any subsequent breach or default of the terms and conditions hereof, which shall continue to be in full force and effect. No waiver by FIRST PARTY or any of its rights under this contract shall be implied unless made expressly in writing, duly signed and subscribed to by FIRST PARTY.

**SECTION SIX  
COMPLETE CONTRACT**

6.1 This contract including its entire duration hereof, including any extension or renewal sanctioned by law, shall constitutes and embodies the entire complete contract between the parties and no other terms and conditions verbal

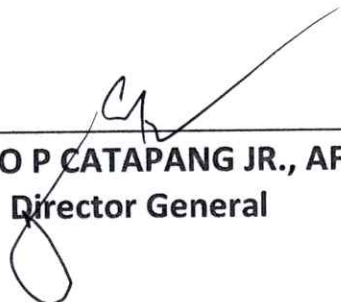
or otherwise, not herein expressly contained shall amend, change, modify or extend this contract or be added to or in any manner alter the provisions herein upon, unless such amendments, changes, modifications, extension, addition or alteration be in writing duly signed by FIRST PARTY.

Any ambiguity arising from this contract shall be interpreted and be resolved in favor of the government.

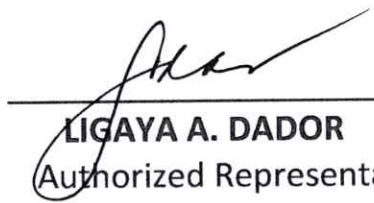
28 MAY 2026

**IN WITNESS WHEREOF**, the parties have hereunto set their hands on the date, and place above-written.

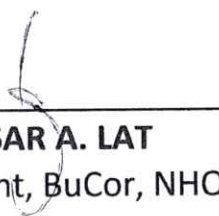
**BUREAU OF CORRECTIONS  
FIRST PARTY**


  
\_\_\_\_\_  
**GENERAL GREGORIO PIO P CATAPANG JR., AFP (RET.), CESE, CCLH**  
**Director General**

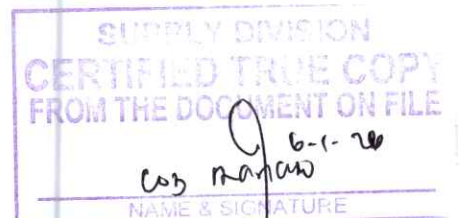
**CARGARD GAS STATION  
SECOND PARTY**

  
\_\_\_\_\_  
**LIGAYA A. DADOR**  
Authorized Representative

**SIGNED IN THE PRESENCE OF:**

  
\_\_\_\_\_  
**Mr. JONNEL CESAR A. LAT**  
Chief, Accountant, BuCor, NHQ

  
\_\_\_\_\_  
MARK ROLAND B. DELA MERCED



REPUBLIC OF THE PHILIPPINES )  
MUNTINLUPA CITY

) SS

**ACKNOWLEDGEMENT**

**BEFORE ME**, a Notary Public for and in the City of Muntinlupa, personally appeared:

NAME	Valid ID	Date & Place of Issue
<b>GENERAL GREGORIO PIO P CATAPANG JR., AFP (RET.), CESE, CCLH</b>	BuCor ID	11/23/23 Muntinlupa
<b>LIGAYA A. DADOR</b>		

Known to me and to me known to be the same persons who executed the foregoing contract and acknowledged to me that the same is their own free and voluntary act and deed and that of the respective entities that they represent.

This instrument consisting of five (5) pages, including this page whereon the acknowledgement is written, has been signed by the parties and witnesses on each and every page thereof.

**WITNESS MY HAND AND SEAL** on this 28 <sup>MAY</sup> 2026 day of \_\_\_\_\_, 2026 in the \_\_\_\_\_, Philippines.



Doc. No. 460  
Page No. 92  
Book No. 232  
Series of 2026.

**ATTY. STEVE M. SANTILLAN**  
NOTARY PUBLIC  
2736 Bruger St., Purok 1, Muntinlupa City, Philippines  
aspster12@yahoo.com  
Comm. No. 25727, Valid until 12/31/2026  
PTR No. 501787; 01/03/23; Muntinlupa City  
IBP Lifetime Member No. 024205; Cebu city  
Roll No. 62750 / TIN No. 318-359-657  
MCL E VIII-0010498 until 04/14/2028

SUPPLY DIVISION  
**CERTIFIED TRUE COPY**  
**FROM THE DOCUMENT ON FILE**  
W3 Manano 6-1-26  
NAME & SIGNATURE