



**NOTICE TO PROCEED**

28 FEB 2024

**MARCY'S CORPORATION**  
 R. Palma Street, Poblacion Valencia City

ATTN: **Ms. Anabel G. Monterde**  
 Authorized Representative


Dear Ms. Monterde:

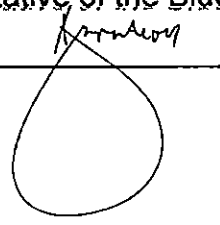
The attached Contract of Agreement having been approved, notice is hereby given to **MARCY'S CORPORATION** that work may commence effective after the receipt of this notice, on the procurement of **ANIMAL FEEDS**.

Thus, you shall be responsible in 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 Procurement Unit, Central Mindanao University, Musuan Bukidnon.

Very truly yours,

  
**ROLITO G. EBALLE, Ph.D.**  
 University President

I acknowledge receipt of this notice on: 3/4/24  
 Name of the Representative of the Bidder: ANABEL G. MONTERDE  
 Authorized Signature: 

**PURCHASE ORDER**  
**CENTRAL MINDANAO UNIVERSITY**

|   |  |
|---|--|
| Supplier: <b>MARCY'S CORPORATION</b><br>Address: R. Palma Street, Poblacion Valencia City<br>TIN: | PO No: <b>STF-24-NPSV-235</b><br>Date: <b>21-Feb-24</b><br>Mode of Procurement: <b>NP-53.9</b> |
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Gentleman:  
Please furnish this office the following articles subject to the terms and conditions contained herein.

Place of Delivery: **CMU-Supply Office, Musuan, Bukidnon**      Delivery Term: **Within Thirty (30) working days from the receipt by the supplier of Notice to Proceed (NTP)**


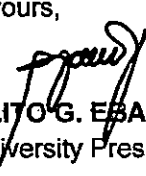
Date of Delivery: \_\_\_\_\_      Payment Term: \_\_\_\_\_


| ITEM NO | UNIT | DESCRIPTION                    | QUANTITY | UNIT COST | AMOUNT     |
|---------|------|--------------------------------|----------|-----------|------------|
| 1       | bag  | Hog pre-starter feeds (25kg)   | 5        | 1,500.00  | 7,500.00   |
| 2       | bag  | Hog Starter feeds (50kg)       | 24       | 2,000.00  | 48,000.00  |
| 3       | bag  | Hog Grower feeds (50 kg)       | 50       | 2,400.00  | 120,000.00 |
| 4       | bag  | Broiler Starter Crumble (50kg) | 14       | 2,000.00  | 28,000.00  |
| 5       | bag  | Chick booster mash             | 2        | 2,500.00  | 5,000.00   |
|         |      |                                |          |           | -          |

Reference: **COLLEGE OF AGRICULTURE** 208,500.00

Two Hundred Eight Thousand Five Hundred Pesos and No Cents 1

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

|   |   |
|---|---|
| Conforme:<br><br><div style="text-align: center;"> <br/> <b>ANABEL G. MONTERDE</b><br/>                     Signature over Printed Name of Supplier<br/><br/> <u>3/4/24</u><br/>                     Date                 </div> | Very truly yours,<br><br><div style="text-align: center;"> <br/> <b>ROLITO G. ESALLE, Ph.D.</b><br/>                     University President                 </div> |
|---|---|

|  |   |
|--|---|
| Fund Cluster: _____<br>Funds Available: _____<br><br><div style="text-align: center;"> <br/> <b>MARIA JAME LAH CELESTE M. MAGALONA</b><br/>                     Chief, Accounting Unit                 </div> | ORS/BURS No.: _____<br>Date of the ORS/BURS: _____<br><br>Amount: P <u>208,500.00</u> |
|--|---|

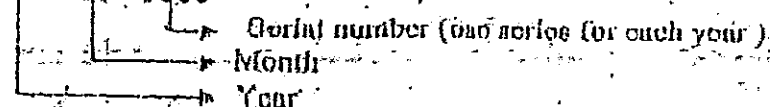
# PURCHASE ORDER (PO)

## INSTRUCTIONS

A. This form shall be accomplished as follows:

1. Agency - name of the agency
2. Supplier/Address/Tin - name and address and TIN of the supplier
3. P.O. No. - the number assigned to the PO which shall be as follows:

00 - 00 - 0000



4. Date - date of the preparation of the PO
5. Mode of Procurement - mode of procurement such as public bidding, Procurement Service, negotiated purchase, etc.
6. Place/Date of Delivery - place of delivery and definite date/s of delivery. If not stated shall mean seven (7) days after the receipt of the PO by the supplier
7. Delivery Term - delivery term i.e. FOB destination, FOB shipping point.
8. Payment Term - specified period required when the delivered goods shall be paid and discounts allowed such as 1/10, n/30.
9. Stock No. - stock number of the goods to be purchased as provided by the Supply and Property Unit
10. Unit - unit of measurement of the supplies (i.e. box, bottle, etc.)
11. Description - brief description of the supplies/goods ordered
12. Quantity - quantity of goods ordered
13. Unit Cost - cost per unit of the supplies/goods ordered
14. Amount - total amount of the goods ordered
15. Penalty Clause - penalty imposed by the agency in case of non-compliance with the term
16. Conformity - signature over printed name of supplier or his representative signifying his approval to the term set by the agency
17. Funds Available - shall be signed by the Chief Accountant
18. ALOBS No./Assignment - the ALOBS number assigned by the Budget Unit and the amount of obligation supporting the purchase

B. It shall be prepared in three (3) copies distributed as follows:

- Original - to the Supplier for compliance to the terms of the PO and attachment to the DV upon request for payment
- Duplicate Copy - retained by the Supply and Property Unit for file
- Triplicate Copy - COA Auditor