



NOTICE TO PROCEED

23 FEB 2024

LALOMIL OFFICE AND SCHOOL SUPPLIES
 1 Mabelin Bldg. Aguinaldo St. Don Carlos Sur Bukidnon

ATTN: Ms. Lotis L. Millan
 Authorized Representative


Dear Ms. Millan:

The attached Contract of Agreement having been approved, notice is hereby given to **LALOMIL OFFICE AND SCHOOL SUPPLIES** that work may commence effective after the receipt of this notice, on the procurement of **OFFICE SUPPLIES**.

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: 2/23/24

Name of the Representative of the Bidder: LOTIS L. MILLAN

Authorized Signature: 

PURCHASE ORDER
CENTRAL MINDANAO UNIVERSITY

Supplier: LALOMIL OFFICE AND SCHOOL SUPPLIES Address: 1 Mabelin Bldg. Aguinaldo St. Don Carlos Sur Bukidnon TIN:	PO No: STF-24-SH-275 Date: 07-Feb-24 Mode of Procurement: D SHOPPING
---	---

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	set	Paper, Long, 120GSM (For Answer Sheet: Hard)	220	280.00	61,600.00
		Offer: VELLUM 100's			

Reference: **C. CORDOVA** **61,600.00**


Sixty One Thousand Six 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:



LOTIS L. MILLAN


 Signature over Printed Name of Supplier



 Date

Very truly yours,


ROLITO G. EBALLE, Ph.D.
 University President

Fund Cluster: _____ Funds Available: _____  MARIA JAMELLAH CELESTE M. MAGALONA Chief, Accounting Unit	ORS/BURS No.: _____ Date of the ORS/BURS: _____ Amount: P <u>61,600.00</u>
---	---

PURCHASE ORDER (PO)

INSTRUCTIONS

A. This form shall be accomplished as follows:

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

00 - 00 - 0000

Serial number (one series for each year)
Month
Year

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 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 2/10, 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 terms set by the agency
17. Funds Available - shall be signed by the Chief Accountant
18. ALOBS No./Amount - 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
Triplet Copy - COA Auditor