



**NOTICE TO PROCEED**

06 MAR 2024

**VILLA PARAISO APARTELLE OF CAMIGUIN**  
**Upper Umyco Poblacion Mambajao Camiguin**

**ATTN: BERNADETTE Q. BULLAS**  
**Proprietor**

Dear Ms. Bullas:

The attached Contract Agreement having been approved, notice is hereby given to **VILLA PARAISO APARTELLE OF CAMIGUIN** that work may commence effective after the receipt of this notice, on the procurement of meals and snacks.

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: March 11, 2024

Name of the Representative of the Bidder: bernadette Q. bullas

Authorized Signature: 

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

<b>Supplier: VILLA PARAISO APARTELLE OF CAMIGUIN</b> Address: Upper Umyco Poblacion Mambajao Camiguin TIN:	PO No: <b>TF-24-NPSV-477</b> Date: <b>01-Mar-24</b> Mode of Procurement: <b>53.9 (b)</b>
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Gentleman:  
Please furnish this office the following articles subject to the terms and conditions contained herein.

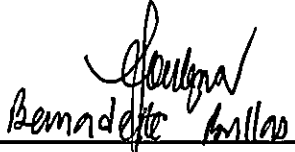
Place of Delivery: <u>CMU-Supply Office, Musuan, Bukidnon</u>	Delivery Term: <u>Within Thirty (30) working days from the receipt by the supplier of Notice to Proceed (NTP)</u>
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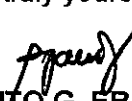
Date of Delivery:	Payment Term:
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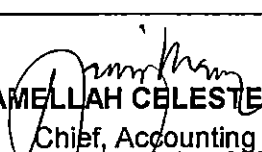
ITEM NO	UNIT	DESCRIPTION	QUANTITY	UNIT COST	AMOUNT
		Meals and Snacks (Breakfast, Lunch, Dinner and Snacks)			-
		11-Mar-24			-
	pax	Lunch	30	400.00	12,000.00
	pax	PM Snacks	30	145.00	4,350.00
	pax	Dinner	30	400.00	12,000.00
		45363			-
	pax	Breakfast	30	195.00	5,850.00
	pax	AM Snacks	30	145.00	4,350.00
	pax	Lunch	30	400.00	12,000.00
	pax	PM Snacks	30	145.00	4,350.00
	pax	Dinner	30	400.00	12,000.00
		12-Mar-24			-
	pax	Breakfast	30	195.00	5,850.00
	pax	AM Snacks	30	145.00	4,350.00
	pax	Lunch	30	400.00	12,000.00
	pax	PM Snacks	30	145.00	4,350.00
	pax	Dinner	30	400.00	12,000.00
		13-Mar-24			-
	pax	Breakfast	30	195.00	5,850.00
	pax	AM Snacks	30	145.00	4,350.00
	pax	Lunch	30	400.00	12,000.00
	pax	PM Snacks	30	145.00	4,350.00
	pax	Dinner	30	400.00	12,000.00
		15-Mar-24			-
	pax	Breakfast	30	195.00	5,850.00
					<b>149,850.00</b>

Reference: **IPDM (TRUST FUND)**  
 One Hundred Forty Nine Thousand Eight Hundred Fifty Pesos and No Cents

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 percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the, without prejudice to other courses of action and remedies available under the circumstances

Conforme:  
  
 Signature over Printed Name of Supplier  
March 11 2024  
 Date

Very truly yours,  
  
**ROLITO G. EBALLE, Ph.D.**  
 University President

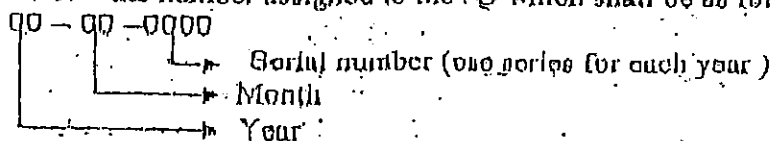
Fund Cluster: _____ Funds Available: _____   <b>MARIA JAMELLAH CELESTE M. MAGALONA</b> Chief, Accounting Unit	ORS/BURS No.: _____ Date of the ORS/BURS: _____  Amount: P <u>149,850.00</u>
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# PURCHASE ORDER (PO)

## 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:



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 2/0, 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. Conforme - 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./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
  - TriPLICATE Copy - COM Auditor