



NOTICE TO PROCEED

MAR 26 2024

**MARCY'S CORPORATION
 R.PALMA ST., POBLACION, VALENCIA CITY**

**ATTN: ANABEL G. MONTERDE
 AUTHORIZED REPRESENTATIVE**


Dear Ms. Monterde:

The attached Contract 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 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: 03/27/24

Name of the Representative of the Bidder: ANABEL G. MONTERDE

Authorized Signature: 

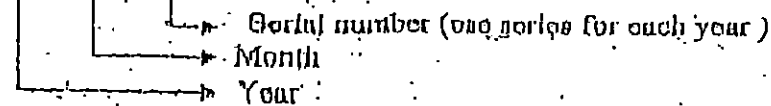
PURCHASE ORDER (PO)

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 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. Conforme - 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