



NOTICE TO PROCEED

03 MAY 2024

MARCY'S CORPORATION

R. Palma Street, Poblacion Valencia City

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

Dear Ms. Lumbayon:

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 **FUELS/FUEL ADDITIVES & LUBRICANTS & ANTI-CORROSIVE**

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: 5-10-24

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

Authorized Signature: 

PURCHASE ORDER
CENTRAL MINDANAO UNIVERSITY

Supplier: MARCY'S CORPORATION Address: R. Palma Street, Poblacion Valencia City TIN:	PO No: RGMO-24-NPSV-735 Date: 24-Apr-24 Mode of Procurement: D NP-53.9
---	--

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	tank	Liquefied Petroleum Gas (50 kgs)	50	4,696.80	234,840.00
					-

Reference: UNIVERSITY HOMESTAY	234,840.00
--------------------------------	-------------------

Two Hundred Thirty Four Thousand Eight Hundred Forty 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 (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: <div style="text-align: center;">  <div style="border: 1px solid black; padding: 2px; display: inline-block;">ANABEL G. MONTERDE</div> _____ Signature over Printed Name of Supplier <u>5-10-24</u> _____ Date </div>	Very truly yours, <div style="text-align: center;">  ROLITO G. EBALLE, Ph.D. University President </div>
--	---

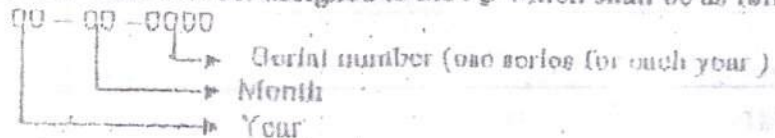
Fund Cluster: _____ Funds Available: _____ <div style="text-align: center;">  MARIA JAMELLAH CELESTE M. MAGALONA Chief, Accounting Unit </div>	ORS/BURS No.: _____ Date of the ORS/BURS: _____ Amount: P <u>234,840.00</u>
--	---

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:



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 this term
16. Conformance - 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 conformance 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