

Republic of the Philippines  
Department of Justice  
**BUREAU OF CORRECTIONS**  
City of Muntinlupa



**NOTICE TO PROCEED**

October 14, 2021

Ms. Teresita U. Tiu  
IKF HOME FURNISHING & OFFICE FURNITURE  
B7 L7 Regent St. Pleasant Village, Bayanan, Muntinlupa City


Dear Ms. Tiu,

Based on the approved Purchase Order No. 21-10-043 (copy attached), notice is hereby given to IKF Home Furnishing & Office Furniture to commence on the Supply & Delivery of Office Furniture for the use of Different Offices, NHQ effective upon receipt of this notice.

You are responsible for 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 **BUREAU OF CORRECTIONS**.

Very truly yours,

  
**USEC GERALD Q. BANTAG**  
Director General, Bucor *JB*

I acknowledge receipt of this notice.

**Ms. Teresita U Tiu**  
Owner  
Date Received \_\_\_\_\_

**PURCHASE ORDER**  
**Bureau of Corrections**  
**Entity Name**

Supplier : <b><u>IKF Home Furnishing &amp; Office Furniture</u></b>	P.O. No. : 21-10-043
Address : B7 L7 Regent Street, Pleasant Village, Bayanan, Muntinlupa City	Date : October 14, 2021
TIN : 103-984-065-000	Mode of Procurement : PUBLIC BIDDING

Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

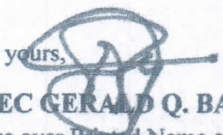
Place of Delivery : ___ Supply Division	Delivery Term : _____
Date of Delivery : ___ 60 calendar days upon receipt of Notice to Proceed/P.O.	Payment Terms : _____

Stock/Property No.	Unit	Description	Qty.	Unit Cost	Amount
1	pcs	Executive Chair	40	3,900.00	156,000.00
2	pcs	Jr. Executive Chair	140	2,350.00	329,000.00
3	pcs	Mono Block Chair	100	410.00	41,000.00
4	pcs	Executive Table	40	7,800.00	312,000.00
5	pcs	Clerical Table	64	5,100.00	326,400.00
6	pcs	Conference Table	3	120,000.00	360,000.00
7	pcs	Steel Rack	35	4,000.00	140,000.00
8	pcs	Lateral Cabinet	30	7,100.00	213,000.00
9	pcs	Filing Cabinet	200	5,600.00	1,120,000.00
10	pcs	Mobile Pedestal	30	2,300.00	69,000.00
					vvvvvvvvvvv
					<b>3,066,400.00</b>
					vvvvvvvvvvv
NOTE : Attached Herewith is a complete Technical Specification.					
For the use of Different Offices, NHQ					
					<b>3,066,400.00</b>

Total Amount in Words **Three million sixty six thousand and four hundred pesos only.**


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 on the undelivered item/s.

Conforme:  
 \_\_\_\_\_  
**TERESITA U. TIU**  
 Signature over Printed Name of Supplier  
 \_\_\_\_\_  
 Date

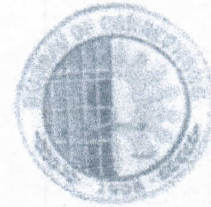
Very truly yours,  
  
**USEC GERALD Q. BANTAG**  
 Signature over Printed Name of Authorized Official  
**Director General**  
 Designation

Fund Cluster : 01  
 Funds Available : 3,066,400.00

ORS/BURS No. : 62-10101-2021-10-3134  
 Date of the ORS/BURS: 10/14/21  
 Amount : 3,066,400.00

  
**CHITO R. TURALDE**  
 Chief, Accounting Division





## Technical Specifications

### Supply and Delivery of Office Furniture

Item	Specification	Statement of Compliance
1	<b>Executive Chair</b> 19.69"X 20.87" X 47.24" (WDH) Height Adjustable Up To : Seat ( Off The Ground) 23.62" Chair: 50" Polyurethane Upholstered Chrome Base Nylon Casters	"COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY"
2	<b>Jr. Executive Chair</b> Mid-back Chair With Armrest & Adjustable Gas lift, Fabric Seat With Mesh Backrest, Chrome Steel Finish Star base With Casters, Color: Mesh Black	"COMPLY" "COMPLY" "COMPLY" "COMPLY"
3	<b>Mono block Chair</b> Seat Width: 375Mm, Seat Depth: 330Mm, Front Leg Distance: 355, Side Legs Distance L:378, Side Legs Distance R:378, Back Leg Distance 210, Backrest Height 779, Seat Back Height 405, Gross Weight: 2.25Kgs	"COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY"
4	<b>Executive Table</b> Material: Glass Top; Color: Black; Dimension L60-63" X W30-31.5"X H30-32.5"	"COMPLY" "COMPLY" "COMPLY" "COMPLY"
5	<b>Clerical Table</b> Dimensions: L 48X D 24" Color: Gray Metal Body Keyboard Drawer, 3-Side Drawers W/ Center Lock	"COMPLY" "COMPLY" "COMPLY" "COMPLY"

I/We hereby commit to comply and deliver all the requirement in accordance with the above stated specifications.

**CONFORME: IKF Home Furnishing & Office Furniture**

Name of Company in Print

Teresa U. Tiu

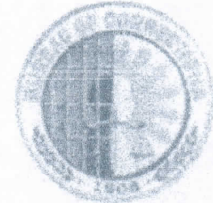
Signature Printed Name of Authorized Representative

August 10, 2021

Date



Republic of the Philippines  
Department of Justice  
**BUREAU OF CORRECTIONS**  
Muntinlupa City



**Technical Specifications**  
**Supply and Delivery of Office Furniture**

Item	Specification	Statement of Compliance
6	<b>Conference Table</b> 10 seater, Conference Table Edgeless Type 50mm with modern 3.0mm design steel legs	"COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY"
7	<b>Steel Rack</b> Steel Open Shelves, 5 layer Dimension: 72"H x 36"W x 18"D Color: Light Gray, Dark Gray, Olive Green Thickness: Gauge #22	"COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY"
8	<b>Lateral cabinet</b> 4-drawer lateral filing Cabinet w/ anti-tilted lock w/ steel handle lock & hanging A4, FC letter & legal	"COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY"
9	<b>Filing Cabinet</b> 4 drawer vertical filing Cabinet w/ anti-tilted lock w/ steel handle lock & hanging A4, FC letter & legal w/ anti-tilted lock w/ steel handle lock & hanging A4, FC letter & legal	"COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY"
10	<b>Mobile Pedestal</b> w/ 3 drawers including central lock & 5 castor material Dimension: 40cm W x 56.5cmD x 65.5cmH Color: Light Gray/ Dark Gray	"COMPLY" "COMPLY" "COMPLY" "COMPLY" "COMPLY"

I/We hereby commit to comply and deliver all the requirement in accordance with the above stated specifications.

**CONFORME: IKF Home Furnishing & Office Furniture**

Name of Company in Print  
Teresa U. Tiu

Signature Printed Name of Authorized Representative

August 10, 2021

Date