



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



NOTICE TO PROCEED

October 27, 2021

Mr. Gilbert M. Gako
LITTLE PAPI OFFICE SUPPLIES TRADING
A-2 Valeda St. Purok 2 Bayanan, Muntinlupa City

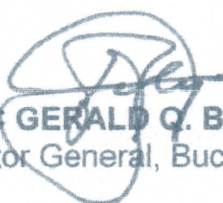
Dear Mr. Gako,

Based on the approved Purchase Order No. 21-10-047 (copy attached), notice is hereby given to LITTLE PAPI OFFICE SUPPLIES TRADING to commence on the Supply & Delivery of School Supplies for the use at C.I.W. 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

I acknowledge receipt of this notice.

Mr. Gilbert M. Gako
Little Papi Office Supplies Trading
Date Received _____

PURCHASE ORDER
Bureau of Corrections
Entity Name

Appendix 61

Supplier : <u>LITTLE PAPI OFFICE SUPPLIES TRADING</u> Address : A-2 Valeda St. Purok 2 Bayanan, Muntinlupa City TIN : 313-755-749-000 Tel No. 8534-9422	P.O. No. : 21-10-047 Date : October 27, 2021 Mode of Procurement : SMALL VALUE
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Gentlemen:

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

Place of Delivery : <u>Supply Division, Muntinlupa City</u>	Delivery Term : _____
Date of Delivery : <u>15 calendar days upon receipt of Notice to Proceed/P.O.</u>	Payment Terms : _____

Stock Property No.	Unit	Description	Qty.	Unit Cost	Amount
	pcs	Spiral Writing Notebook	2,437	9.80	23,882.60
	pcs	Ballpoint Pen	2,000	3.95	7,900.00
	pcs	Foider Long	300	7.35	2,205.00
	pcs	Brown Envelope Long	300	2.00	600.00
	pad	Intermediate Paper	500	12.95	6,475.00
	ream	Bond Paper A4	100	160.00	16,000.00
	btl	White Board Marker Ink	50	102.00	5,100.00
	rl	Manila Paper	10	128.50	1,285.00
					vvvvvvvvvv
					63,447.60
					vvvvvvvvvv
FOR THE USE AT C.I.W.					
Total Amount in Words					63,447.60

Sixty three thousand four hundred forty seven pesos 60/100.

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:

GILBERT M. GAKO
Signature over Printed Name of Supplier

Date

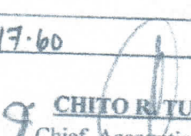
Very truly yours,


USIC GENERAL Q. BANTAG

Signature over Printed Name of Authorized Official

Director General
Designation

Fund Cluster : 01
Funds Available : 63,447.60


CHITO R. TURALDE
Chief, Accounting Division

ORS/BURS No. : 02-1001-2021-10-3236
Date of the ORS/BURS: Oct 27, 2021
Amount : 63,447.60