



**BUREAU OF CORRECTIONS**  
**SAN RAMON PRISON AND PENAL FARM**  
 Brgy. Talisayan, Zamboanga City 7000



**NOTICE TO PROCEED**

**The Manager**  
**J.E. ENTERPRISES**  
 Ipil, Zamboanga Sibugay

Dear Sir/Madam,

Based on the approved **Purchase Order No. 2025-03-010** dated March 06, 2025 (Copy Attached), we hereby issue the Notice to Proceed to **J.E. ENTERPRISES** for the procurement of **Supply and Delivery of Various Construction Materials and Power Tools for PDL Casket Fabrication** at the **San Ramon Prison and Penal Farm (SRPPF)**, Zamboanga City, under NP-Small Value Procurement, effective upon receipt of this notice.

You are responsible for performing the services in accordance with the Terms and Conditions of the Agreement and the implementation schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Retain one (1) copy for your records and return the other to the **Bureau of Corrections, San Ramon Prison and Penal Farm, Zamboanga City**.

Very truly yours,

**C/SSUPT DAISY SEVILLA- CASTILLOTE**  
 Acting Superintendent/  
 Head of Procuring Entity (HoPE)

*[Handwritten signature]*

I acknowledge receipt of this notice.

*ELIZABETH L. TAN*  
 Signature over Printed Name

Date: 03-12-25



**PURCHASE ORDER**  
 BUREAU OF CORRECTIONS  
 SAN RAMON PRISON AND PENAL FARM  
 Agency

Supplier: <u>J.E ENTERPRISES</u> Address: <u>IPIL HEIGHTS, IPIL, ZAMBOANGA SIBUGAY PROVINCE</u>	P. O. No. <u>2025-03-010</u> Date: <u>6-Mar-25</u> Mode of Procurement <u>NP SMALL VALUE (Sec.53.9)</u>
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TIN : \_\_\_\_\_

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

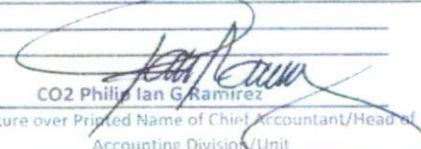
Place of Delivery: <u>SRPPF</u>	Delivery Term: <u>DELIVER</u>
Date of Delivery: <u>15 Days upon receipt of P. O.</u>	Payment Term: <u>Upon completion of Delivery</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		LOT-1			
1	PCS	1/2" ORDINARY PLYWOOD	100	800.00	80,000.00
2	BOXES	COMMON NAIL #4"	2	1,500.00	3,000.00
3	BOXES	COMMON NAIL #3"	2	1,500.00	3,000.00
4	BOXES	COMMON NAIL#1" AND 1/2"	3	1,500.00	4,500.00
5	UNIT	CIRCULAR SAW 185mm (7-1/4")	1	10,400.00	10,400.00
		XXXXXXXXXXXX			100,900.00
		FOR PDL CASKET FABRICATION USE			

(Total Amount in Words) ONE HUNDRED THOUSAND NINE HUNDRED PESOS 100,900.00

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 underivered item/s.

Conforms: <u></u> J.E ENTERPRISES Signature over Printed name of Supplier <u>03-12-25</u> Date	Very truly yours, <u></u> C/SSUPT DAISY SEVILLA-CASTILLOTE Acting Superintendent Signature over Printed Name of Authorized Official Date
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Fund Cluster : _____ Fund Available: _____ <u></u> CO2 Philip Ian G. Ramirez Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	ORS/BURS No. _____ Date of the ORS/BURS: _____ Amount: _____
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