



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



NOTICE TO PROCEED

The Manager
AMJ CONSUMER GOODS TRADING
Veterans Ave., Zamboanga City

Dear Sir/Madam,

Based on the approved **Purchase Order No. 2025-07-014** dated 10-MAR-25 (copy attached), we hereby issue the Notice to Proceed to **AMJ Consumer Goods Trading** for the procurement of the **Supply and Delivery of Various School Supplies for PDL Use** at the **San Ramon Prison and Penal Farm (SRPPF)**, Zamboanga City, under the procurement method of Shopping 52.1 (b), 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)

I acknowledge receipt of this notice.



Signature over Printed Name

Date: 03-13-2025

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

Supplier : AMJ CONSUMER GOODS TRADING
Address : ZAMBOANGA CITY
TIN : _____
Gentlemen: _____

P. O. No. 2025-03-014
Date: 10-Mar-25
Mode of Procurement NP SMALL VALUE (Sec.53.9)

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

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

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		LOT-1			
1	REAMS	BONDPAPER LONG ✓	100	305.00	30,500.00
2	PCS	CORRECTION TAPE ✓	50	28.75	1,437.50
3	PCS	BALLPEN BLACK ✓	800	10.00	8,000.00
4	PCS	WHITEBOARD MARKER (BLACK) ✓	50	25.00	1,250.00
5	PCS	SIGN PEN (BLACK) ✓	50	39.95	1,997.50
6	PCS	CARTOLINA ASSORTED COLOR ✓	100	9.40	940.00
7	PACK	PHOTOPAPER MATTE ✓	20	86.75	1,735.00
8	PCS	GLUE 130g ✓	20	65.00	1,300.00
9	PACK	VELUM ✓	5	51.00	255.00
10	PACK	BROWN ENVELOP (LONG) ✓	5	1,150.00	5,750.00
11	ROLL	PLASTIC COVER ✓	5	1,290.00	1,290.00
	ROLL	SCOTCH TAPE 1" ✓	1	1,290.00	1,290.00
		XXXXXXXXXXXX	60	10.00	600.00
					55,055.00

FOR PDL USE ✓

(Total Amount in Words) FIFTY FIVE THOUSAND FIFTY FIVE PESOS 55,055.00

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.

Conforme: Rosemarie G. Ramos
AMJ CONSUMER GOODS TRADING
Signature over Printed name of Supplier
Date: 03-10-2025

Very truly yours.
C/SSUPT DAISY SEVILLA CASTRILLOTE
Acting Superintendent, SRPPF
Signature over Printed Name of Authorized Official
Date: _____

Fund Cluster : _____
Fund Available: _____
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: _____