

Republic of the Philippines
DEPARTMENT OF JUSTICE
BUREAU OF CORRECTIONS
 NATIONAL HEADQUARTERS
 NBP Reservation, Muntinlupa City, Philippines, 1776



NOTICE TO PROCEED

November 20, 2024

SUNSHINE JOY ENRIQUEZ
 CASTER PHARMA AND MEDICAL SUPPLIES TRADING
 308 Pasda Mansion 77 Panay Ave. Corner Timog, Q.C.

Dear Ms. Enriquez :

Based on the approved Purchase Order No. 24-11-099 (copy attached), notice is hereby given to Caster Pharma and Medical Supplies Trading to commence on the Supply and Delivery of Bucor Journal, Calendar and Planner for the use at PIO 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,

[Signature]
GENERAL GREGORIO PIO P CATAPANG JR., AFP (Ret.), CESE, CCLH
 Director General

I acknowledge receipt of this notice.

[Signature]
Sunshine Joy Enriquez
 Authorized Representative

Date Received 3/19/2025



Telephone Num. +63-8809-8073
 www.bucor.gov.ph | odg@bucor.gov.ph



PURCHASE ORDER
Bureau of Corrections

Entity Name

Supplier : CASTER PHARMA AND MEDICAL SUPPLIES TRADING	P.O. No. : 24-11-099
Address : 308 Pasda Mansion 77 Panay Ave. Corner Timog, Q.C.	Date : November 20, 2024
TIN : 228-492-001-002	Mode of Procurement : SMALL VALUE

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 NTP / P.O.</u>	Payment Terms : _____

Stock Property No.	Unit	Description	Qty.	Unit Cost	Amount
	copies	BUCOR JOURNAL MAGAZINE Binding: Perfect Size: A4 (210 x 297 mm) Cover Weight: 105lb text Cover Finish: Matte Lamination and Deboss Interior Paper Weight: 70lb text Interior Paper Coating: Gloss Pages Including cover and back page:96 pages Color: Cover and Inside: Full Color	500	540.00	270,000.00
	copies	WALL CALENDAR Year:2025 Start date – End date: January 2025 – December 2025 Calendar Format: Monthly Calendar Pages: 1 page one side print Style: Decorative Size: Large Date Indicator: Regular year Julian dates: Yes Date range: Jan-Dec Pack quantity:1 Special features: Hanging loop Pockets: No Binding Edge: Top Binding: Wire bound Material: Paper Detailed Color: Multicolor Ink Color: Black Paper: White Page Layout: 1 page-per-month (page 1 of 2)	500	480.00	240,000.00

Total Amount in Words

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.

Confirmed:


SUNSHINE JOY ENRIQUEZ
 Signature over Printed Name of Supplier

3/19/2025
 Date

Very truly yours,


GENERAL GREGORIO PIO P. CATAPANG JR., AFP (Ret), CESE, CCLII

Signature over Printed Name of Authorized Official

Director General
 Designation

Fund Cluster : 01

Funds Available : 737,500.00

MS. DOPHENE DELA ROSA-GADIA
 Chief Accountant

ORS/BURS No. : 02-10101-2024-11-6919

Date of the ORS/BURS: 25 NOV 2024

Amount : 737,500.00

RECEIVED
/cc/ RETAGLIN
Date: <u>3/19/25</u> Time: <u>1603H</u>
RECEIVING & ISSUING SECTION

PURCHASE ORDER

Bureau of Corrections

Entity Name

Supplier : CASTER PHARMA AND MEDICAL SUPPLIES TRADING	P.O. No. : 24-11-099
Address : 308 Pasda Mansion 77 Panay Ave. Corner Timog, Q.C.	Date : November 20, 2024
TIN : 228-492-001-002	Mode of Procurement : SMALL VALUE

Gentlemen:

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

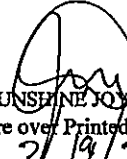
Place of Delivery : <u>Supply Division, Muntinlupa City</u>	Delivery Term : _____
Date of Delivery : <u>15 calendar days upon receipt of NTP / P.O.</u>	Payment Terms : _____

Stock/ Property No.	Unit	Description	Qty.	Unit Cost	Amount
	copies	Ruling: Unruled Blocks Appointment Schedule: Open Scheduling Sheet size: 15"x24" Block size: 2"x2 1/4" PLANNER Year: 2025 A5 notebook Deboss, Imprint logo on the front cover PU Leatherette Cover- Green Magnet Enclosure Front Expandable Pocket Inside sheets: 250 leaves, lined; Standard cream colored inside pages, 70 gsm 188 fully colored pages with Monthly Calendar Spread and Weekly Calendar Spread With Ribbon Marker <i>For the use at PIO.</i> <i>page 2 of 2 pages</i>	350	650.00	227,500.00
TOTAL AMOUNT					737,500.00

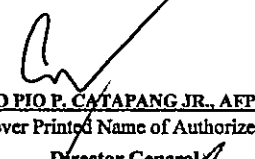
Total Amount in Words **Seven hundred thirty seven thousand five hundred pesos only**

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:


SUNSHINE JOY ENRIQUEZ
 Signature over Printed Name of Supplier
3/19/2025
 Date

Very truly yours,


GENERAL GREGORIO PIO P. CATAPANG JR., AFP (Ret.), CESE, CCLII
 Signature over Printed Name of Authorized Official
 Director General
 Designation

Fund Cluster : <u>61</u>	ORS/BURS No. : <u>02-10110-2024-11-0719</u>
Funds Available : <u>737,500.00</u>	Date of the ORS/BURS: _____
MS. DOPHENE PALMO-GADIA Chief Accountant	Amount : <u>737,500.00</u>