



**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. 2025-05-002** dated 22 May 2025 (copy attached), we hereby issue the Notice to Proceed to **J.E Enterprises** for the procurement of **Supply and Delivery of Various Equipment and Materials for the Refurbishing of the DG's Suite Room at Quarter 1, 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)

I acknowledge receipt of this notice.

  
 \_\_\_\_\_  
 Signature over Printed Name

Date: 21 May 2025



991-7240 / 991-7241

[supplies@bucor.gov.ph](mailto:supplies@bucor.gov.ph) / [appadmin@bucor.gov.ph](mailto:appadmin@bucor.gov.ph)

