



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



NOTICE TO PROCEED

The Manager
GRAND ASTORIA HOTEL
Mayor Jaldon St., Zone II, Zamboanga City


Dear Sir/Madam,

Based on the approved **Purchase Order No. 2025-05-010-A** dated 20-May-25 (copy attached), we hereby issue the Notice to Proceed to **Grand Astoria Hotel** for the procurement of **Lot 2 of the Supply and Delivery of Food Accommodation, Hotel Accommodation and Van Rental for the Board of Pardons and Parole Visit at 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)

I acknowledge receipt of this notice.


Signature over Printed Name

Date: June 3, 2025



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

Supplier : <u>GRAND ASTORIA HOTEL</u>	P. O. No. <u>2025-05-010-A</u>
Address: <u>ZAMBOANGA CITY</u>	Date: <u>20-May-25</u>
TIN : _____	Mode of Procurement <u>NP SMALL VALUE (Sec.53.9)</u>

Gentlemen:

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

Place of Delivery : SRPPF Delivery Term: DELIVER

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

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	ROOMS	LOT-2 HOTEL ACCOMODATION (20 HEADS X 3DAYS) XXXXXXXXXXXX	9	4,500.00	40,500.00
FOR THE BOARD OF PARDONS AND PAROLE VISIT AT SRPPF ✓					

(Total Amount in Words) FORTY THOUSAND FIVE HUNDRED PESOS 40,500.00

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: <u>GRAND ASTORIA HOTEL</u> Signature over Printed name of Supplier <u>June 3, 2025</u> Date	Very truly yours, <u>C/SSUPT DAISY SEVILLA CASTILLOTE</u> Acting Superintendent Signature over Printed Name of Authorized Official _____ Date
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Fund Cluster : _____ Fund Available: <u>CO2 Philip Ian G Ramirez</u> 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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