



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



**NOTICE TO PROCEED**

02 JUL 2025

**SONIA S. SULIT**  
 ZPG AIRCONDITIONING AND REFRIGERATION REPAIR SERVICES  
 207 Quezon St. Poblacion, Muntinlupa City

**Dear Ms. Sulit:**

Based on the approved Purchase Order No. 25-06-46 (copy attached), notice is hereby given to ZPG Airconditioning and Refrigeration Repair Services to commence on the Supply and Delivery of Airconditioning Unit for the use at Electrical Engineering Services 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 I**  
 Director General



I acknowledge receipt of this notice.

*[Signature]*  
 Sonia S. Sulit  
 Authorized Representative  
 Date/Received 7/3/25



**PURCHASE ORDER**

Bureau of Corrections

Entity Name

|   |                                   |
|---|-----------------------------------|
| Supplier : <u>ZPG AIRCONDITIONING AND REFRIGERATION REPAIR SERVICES</u> | P.O. No. : 25-06-46               |
| Address : 207 Quezont St. Poblacion, Muntinlupa City                    | Date : June 17, 2025              |
| TIN : 234-514-824-00000   | 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>Directorate for Logistics, Muntinlupa City</u> | Delivery Term : _____ |
| Date of Delivery : <u>20 calendar days upon receipt of NTP/P.O.</u>   | Payment Terms : _____ |

| STOCK<br>Property<br>No.                       | Unit | Description  | Qty. | Unit Cost | Amount                        |
|--|------|--|------|-----------|-------------------------------|
|  | unit | Aircon 1 HP, Window Type, Inverter<br>Power Supply : 1Ph/230V/60Hz<br>Cooling Capacity : 10,200 KJ/h (2,600-11,400)<br>Remote Control<br>One year Warranty on Parts and Labor<br>Brand : KOLIN | 1    |           | 28,995.00                     |
|  | unit | Aircon 0.75HP, Window Type, Inverter<br>Power Supply : 1Ph/230V/60Hz<br>Cooling Capacity : 8,400 (2,500-9,240) KJ/h<br>Remote Control<br>One year Warranty on Parts and Labor<br>Brand : KOLIN | 1    |           | 24,995.00<br>vvvvvvvvvvvvvvvv |
| For the use at Electrical Engineering Section. |      |  |      |           |                               |
|  |      |  |      |           | <b>53,990.00</b>              |

Total Amount in Words **Fifty three thousand nine hundred ninety 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:

SONIA J. SULT  
Signature over Printed Name of Supplier

7/3/25  
Date

Very truly yours,

GENERAL GREGORIO PIO P. CATAFANG JR., AFP (Ret.), CESE, CCLH  
Signature over Printed Name of Authorized Official

Director General  
Designation

Fund Cluster : 01

Funds Available : 53,990-

MS. DOPHENE BELMO-GADIA  
Chief Accountant

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: 18 JUN 2025

Amount : 53,990-

