



Republic of the Philippines
Department of Justice
BUREAU OF CORRECTIONS
SAN RAMON PRISON AND PENAL FARM
Brgy. Talisayan, Zamboanga City 7000



NOTICE TO PROCEED

The Manager
GRAND ASTORIA HOTEL
466 Mayor Jaldon Street, Zamboanga City

Dear Sir/Madam,

Based on the approved **Purchase Order No. 2025-07-010** dated 18 July 2025 (copy attached), we hereby issue the Notice to Proceed to **GRAND ASTORIA HOTEL** for the procurement of **Food and Hotel Accommodation and Various Materials – 155th Founding Anniversary**, with a contract price of **Two Hundred Thirty-Nine Thousand Three Hundred Pesos (P239,300.00)**, 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.

Jane J. Santiago

Signature over Printed Name

Date: July 28, 2025

PURCHASE ORDER

BUREAU OF CORRECTIONS
SAN RAMON PRISON AND PENAL FARM

Agency

Supplier : <u>GRAND ASTORIA HOTEL</u>	P. O. No. : <u>2025-07-010</u>
Address : <u>ZAMBOANGA CITY</u>	Date : <u>18-Jul-25</u>
TIN :	Mode of Procurement : <u>NP SMALL VALUE (Sec.53)</u>

Gentlemen:

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

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

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		LOT-1			
1	PAX	FOOD ACCOMODATION & VENUE	500	450.00	225,000
		LOT-2			
2	ROOM	HOTEL ACCOMODATION (ROOMS FOR DG)	1	8,500.00	8,500
3	ROOMS	HOTEL ACCOMODATION (ROOMS ESCORTS)	2	2,900.00	5,800
		XXXXXXXXXX			14,300
		TOTAL			239,300

IN CELEBRATION OF THE 155th FOUNDING ANNIVERSARY OF THE
SAN RAMON PRISON AND PENAL FARM (SRPPF)

(Total Amount in Words) TWO HUNDRED THIRTY NINE THOUSAND THREE HUNDRED PESOS 239,300

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: Jane S. Santiago
GRAND ASTORIA HOTEL
 Signature over Printed name of Supplier
07/28/2025
 Date

Very truly yours,
[Signature]
C/SSUPT DAISY SEVILLA-CASTILLOTE
 Acting Superintendent
 Signature over Printed Name of Authorized Official

 Date

Fund Cluster : _____
 Fund Available: _____
[Signature]
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: _____