



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



**NOTICE TO PROCEED**

**The Manager**  
**ZAMBOANGA CITY LM ENTERPRISES**  
Zamboanga City

Dear Sir/Madam,

Based on the approved **Purchase Order No. 2025-07-005**, dated 4 July 2025 (copy attached), we hereby issue this **Notice to Proceed to Zamboanga City LM Enterprises** for the procurement of **Lot 2: Food Accommodation and Various Materials for the Sustainability Training**, under **Negotiated Procurement – 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: July 15, 2025



991-7240 / 991-7241  
[srppfctos@bucor.gov.ph](mailto:srppfctos@bucor.gov.ph) / [srppfadmin@bucor.gov.ph](mailto:srppfadmin@bucor.gov.ph)



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

|  |   |
|--|---|
| <b>Supplier :</b> <u>ZAMBOANGA CITY LM ENTERPRISES</u> | <b>P. O. No.</b> <u>2025-07-005</u>                         |
| <b>Address:</b> <u>ZAMBOANGA CITY</u>                  | <b>Date:</b> <u>4-Jul-25</u>                                |
| <b>TIN :</b>   | <b>Mode of Procurement</b> <u>NP SMALL VALUE (Sec.53.9)</u> |

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

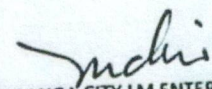
|  |   |
|--|---|
| <b>Place of Delivery :</b> <u>SRPPF</u>                        | <b>Delivery Term:</b> <u>DELIVER</u>                    |
| <b>Date of Delivery :</b> <u>15 Days upon receipt of P. O.</u> | <b>Payment Term:</b> <u>Upon completion of Delivery</u> |

| Stock/<br>Property No. | Unit | Description                    | Quantity | Unit Cost  | Amount           |
|------------------------|------|--------------------------------|----------|------------|------------------|
|                        |      | LOT-2                          |          |            |                  |
| 1                      | PCS  | VELLUM BOARD (CERTIFICATION) ✓ | ✓ 40     | ✓ 50.00    | ✓ 2,000.00       |
| 2                      | PCS  | CERTIFICATE HOLDER ✓           | ✓ 280    | ✓ 55.00    | ✓ 15,400.00      |
| 3                      | SET  | BROTHER INK ✓<br>XXXXXXXXXX    | ✓ 2      | ✓ 1,500.00 | ✓ 3,000.00       |
|                        |      |                                |          |            | <b>20,400.00</b> |

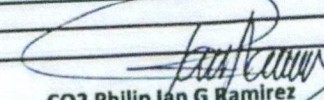
FOR THE CONDUCT OF BuCor SUSTAINABILITY TRAINING ✓

**(Total Amount in Words)** TWENTY THOUSAND FOUR HUNDRED PESOS

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:**  
  
ZAMBOANGA CITY LM ENTERPRISES  
 Signature over Printed name of Supplier  
July 15, 2025  
 Date

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

**Fund Cluster :** \_\_\_\_\_  
**Fund Available:** \_\_\_\_\_  
  
**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:** \_\_\_\_\_