



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



NOTICE TO PROCEED

BENILDA T. GAVINO
MSPN TRADING OPC
1383 Corregidor St. Guadalupe Nuevo, Makati City

Dear **Ms. Gavino:**

Based on the approved Purchase Order No. 25-05-34 (copy attached), notice is hereby given to MSPN Trading OPC to commence on the Supply, Delivery and Installation of 2.5HP Split Type Airconditioning Unit for the use of ODG 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,

GENERAL GREGORIO PIO P CATAPANG JR., AFP (Ret.) CESE, CCLH
Director General

I acknowledge receipt of this notice.

Benilda T. Gavino
Sole Proprietor
Date Received

9 5/26/25



Telephone Num. +63-8809-8073
www.bucor.gov.ph | odg@bucor.gov.ph



PURCHASE ORDER

Bureau of Corrections

Entity Name

Supplier : MSPN TRADING OPC Address : 1383 Corregidor St. Guadalupe Nuevo, Makati City TIN : 132-436-817	P.O. No. : 25-05-34 Date : May 13, 2025 Mode of Procurement : SMALL VALUE
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Gentlemen:

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

Place of Delivery : Directorate for Logistics	Delivery Term : _____
Date of Delivery : 15 calendar days upon receipt of NTP/P.O.	Payment Terms : _____

Stock/ Property No.	Unit	Description	Qty.	Unit-Cost	Amount
	set	Airconditioning Unit, 2.5HP, Split Type Power Supply (V-PH-HZ) 230V, 1PH, 60Hz Cooling Capacity (kJ/hr) 23,200 (2,811-23,600) Power Input (W) 2,000 (215-2, 065) CSPF 5.10 Refrigerant - R32 Sound Level (H/M/L) 48/43/40 dB (A) Weight 14.1 kg Dimensions : L24.4 x W 108.3 x H 33.6cm Key Features : 2.5HP, High Wall OPTIMA Inverter Series. FOR THE USE OF ODG.	2	48,500.00	97,000.00 vvvvvvvvvv
					97,000.00

Total Amount in Words **Ninety seven thousand 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:

Very truly yours,

BENLIDA T. GAVINO
Signature over Printed Name of Supplier
[Signature]
Date 5/26/25

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

Fund Cluster : 01
Funds Available : 97,000.00
MS. DOPHENA DELMO-GADIA
Chief Accountant

ORS/BURS No. : 02-101101-2025-05-2598
Date of the ORS/BURS: 20 MAY 2025
Amount : 97,000.00

WITH INVOICE # 0657-1 D.N

RECEIVED
[Signature]
Date: 5/1/25 Time: 7:00
RECEIVING & ISSUING SECTION