

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

NOTICE TO PROCEED

19 SEP 2025

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

Dear **Ms. Gavino**:

Based on the approved Purchase Order No. 25-08-71 (copy attached), notice is hereby given to MSPN Trading to commence on the Supply and Delivery of Rubber Mats for PDL at RDC-CIW 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
 Authorized Representative
 Date Received Sept 24, 2025



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



PURCHASE ORDER
Bureau of Corrections
Entity Name

Supplier : MSPN TRADING Address : 1383 Corregidor St., Guadalupe Nuevo, Makati City	P.O. No. : 25-08-71 Date : August 28, 2025 Mode of Procurement : NEGOTIATED (53.2)
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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> Date of Delivery : <u>15 calendar days upon receipt of NTP/P.O.</u>	Delivery Term : _____ Payment Terms : _____
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Stock/Property No.	Unit	Description	Qty.	Unit Cost	Amount
	Pcs	Rubber Mat (4x8 f) vvvvvvvvvvvvvvvv	100	445.00	44,500.00 vvvvvvvvvvvvvvvv
For the use of PDL at RDC-CIW Mandaluyong.					
					44,500.00

Total Amount in Words **Forty four thousand five hundred 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:

BENILDA T. GAVINO
 Signature over Printed Name of Supplier
Sept 24, 2025
 Date

Very truly yours,

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

Fund Cluster : 01
 Funds Available : 44,500.00
MS. DOPHENE ELMO-GADIA
 Chief Accountant

ORS/BURS No. : 62-01157-2025-09-4396
 Date of the ORS/BURS: 09/04/25
 Amount : 44,500.00

RECEIVED

 Date: 9/25/25 Time: 1320H
RECEIVING & ISSUING SECTION