



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



NOTICE TO PROCEED

CAROLINA D. ALCANTARA
 RICA ANA TRADING
 Stall #2 Soldiers Mall, Camp General Emilio Aguinaldo, Q. C.


Dear **Ms. Alcantara**:

Based on the approved Purchase Order No. 25-12-117 (copy attached), notice is hereby given to Rica Ana Trading to commence on the Supply and Delivery of the Repeat Order of Hygiene Kit for the use of PDL Confined at Bureau of Corrections 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 PPL

I acknowledge receipt of this notice.


 Carolina D. Alcantara
 Authorized Representative

Date Received 12-26-2025



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



PURCHASE ORDER
Bureau of Corrections
Entity Name

Supplier : RICA ANA TRADING	P.O. No. : 25-12-117
Address : Stall #2 Soldiers Mall, Camp General Emilio Aguinaldo, Q.C.	Date : December 19, 2025
TIN : 403-326-066-000	Mode of Procurement : REPEAT ORDER

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>45 calendar days upon receipt of NTP/P.O.</u>	Payment Terms : _____

Stock/Property No.	Unit	Description	Qty.	Unit Cost	Amount
	sets	HYGIENE KIT Items and Quantity per Set 1 pc Toothbrush 2 pcs Toothpaste 1 pc Slippers 4 pcs Laundry bars 5 pcs Bath Soap 2 pcs Shorts w/prints 1 pc Shoes 1 pc Mosquito Net (Kulambo) 1 pc Laundry Basket w/bucor logo 3 pcs Round Neck T-Shirt w/print (As Per Agency Sample) NOTE : See Attached Technical Specification, List of Distribution and Sizes. For the use of PDL Confined at Bureau of Corrections.	11,000	3,745.00	41,195,000.00 VVVVVVVVVVVVVVVV
					Php 41,195,000.00

Total Amount in Words **Forty one million one hundred ninety five thousand pesos only.**

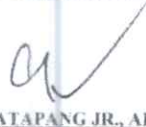
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:


CAROLINA D. ALCANTARA
 Signature over Printed Name of Supplier

 12-26-2025
 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 : 06
 Funds Available : ₱41,195,000.00

MR. JONNEL CESAR A. LAT
 Chief Accountant

ORS/BURS No. : **SF2512 005**
 Date of the ORS/BURS: 19 DEC 2025
 Amount : ₱41,195,000.00