



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



NOTICE TO PROCEED

The Manager
BXU COPY TRADING & ENT. CORP
Gov. Alvarez St., Camino Nuevo, Zamboanga City

Dear Sir/Madam,

Based on the approved **Purchase Order No. 2025-12-003**, dated 12-24-2025 (copy attached), we hereby issue this **Notice to Proceed** to **BXU Copy Trading & Ent. Corp - Zamboanga Branch** for the procurement of the **Supply and Delivery of One (1) Unit Photocopier Machine for the Administrative Section Use**, 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
Superintendent/
Head of Procuring Entity (HoPE)

I acknowledge receipt of this notice.

EDWIN GARRETT R. AMPUAN
Signature over Printed Name

Date: 01-08-2026

