



LETTER ORDER
Bicol University-Polangui

Supplier:	JD CONSTRUCT OFFICE SUPPLIES AND EQUIPMENT TRADING	LO No.	PCS-2025-065		
Address:	Bacacay, Albay	Date No.	December 23, 2025		
TIN:	290-204-268-00000	Mode of Payment			
Please be informed that you are recommended for the (Provision of installation of Glass Door and Sliding Glass Division at New Nursing Department Building)					
Implementing Office:		End-User:	Wenstor N. Nuyles		
Place of Delivery:	BU Polangui	Delivery Term:	30 Days		
Date of Delivery:		Payment term:	as billed		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	Provision of installation of Glass Door and Sliding Glass Division at New Nursing Department Building	1	103,850.00	103,850.00
		Scope of Work:			
		Supply, Delivery and Installation			
		End User Orientation			
		Description:			
		Quantity Length Height			
		Swing Glass Door 3 36 inches 84 inches			
		Sliding Glass Division 1 90 inches 120 inches			
*** ONE HUNDRED THREE THOUSAND EIGHT HUNDRED FIFTY AND 00/100 PESOS ONLY***					103,850.00
Service Delivery Conditions:					
I. Details related to implementation shall be comunicated with Mr. Wenstor N. Nuyles.					
Bicol University Polangui has approved the rate by the service provider for the supply of the goods in the sum of ONE HUNDRED THREE THOUSAND EIGHT HUNDRED FIFTY AND 00/100 PESOS ONLY (Php 103,850.00) to be known as the contract price.					
It is understood that the contract shall be complied by you on the date specified above. Terms & conditions relative to the implementation of this contract shall be in accordance with the provisions of the Revised IRR of R.A. 9184, otherwise known as the Government Procurement Reform Act.					
Please signify your acceptance of this contract and your conformity with the terms and conditions by signing the acceptance and conformity portion of this order.					
Conforme:		Very truly yours,			
MARVI JOY CATANGUI		MAY JOY B. CATANGUI			
Signature over Printed Name,		Dean			
12/23/25					
(Date)					
Funds Available:	ORS/BURS No. 02-200441-2025-12-27/		Supply Office Receipt by:		
CLAIRE M. ASUNCION	Amount: 103,850.00		Date:		
Budget Officer			Time:		