

**LETTER ORDER**  
**BICOL UNIVERSITY**

BICOL UNIVERSITY  
LEGAZPI CITY  
**RECEIVED**  
DATE: 1-20-26

Supplier :	<b>AC ENTERPRISES</b>	L.O. No. :	<b>GDS-2025-594</b>
Address :	Block 3, Lot 9, 1st Street, Our Lady's Village, Bitano, Legazpi City	Date:	December 26, 2025
TIN:	435-370-778-00000	Mode of Procurement: Negotiated Proc. Under Small Value Procurement (Section 53.9)	

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

Place of Delivery :	Delivery Term : Ten (10) cd after receipt of Letter Order
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Date of Delivery :	Payment Term : as billed
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Item No.	Unit	Description	Quantity	U/Price	TOTAL
1	pcs	Planner 100 pages 21 x 30 x 1 cm  Please see attached design  Must coordinate with the end-user for the finalization of the Calendar	150	<u>600.00</u>	90,000.00

<b>NINETY THOUSAND FIVE HUNDRED AND 00/100 ONLY PESOS</b>	<b>Php 90,000.00</b>
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**\*\*\*PROVISION OF TOKENS DURING THE OPENING MEETING ON JANUARY 2026 \*\*\***

**Service Delivery Conditions:**


1. Service provider shall provide sufficient manpower and materials needed for the delivery of goods and services;
2. Details related to implementation shall be communicated with **Dr. Reina O. Habalo**, end user.

Bicol University has approved the rate by the service provider for the supply of the goods and services in the sum of **NINETY THOUSAND AND 00/100 ONLY PESOS (Php90,000.00)** 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 implemetation 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:

  
**ANGELO M. LOPEZ**  
Signature over printed name  
01-09-26  
Date

Very truly yours,

  
**CYRUS A. BARRAMEDA**  
Vice-President for Admin. and Finance

Fund Cluster : F 05  
Funds Available : 90,000.00  
  
**MARIA LADY M. LLOVIT**  
Designated Budget Officer

ORS/BURS No. : 02-206441-2025-12- 1678  
Date of the ORS/BURS: 12/26/2025  
Amount : 90,000.00