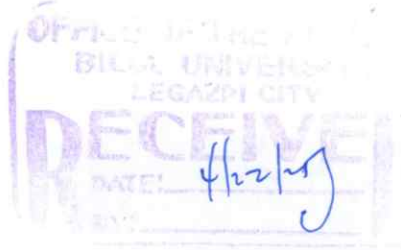




Republic of the Philippines
Bicol University Polangui
Polangui, Albay



LETTER ORDER
Bicol University-Polangui

| | | | |
|-----------|---|-----------------|---------------------|
| Supplier: | JD CONSTRUCT OFFICE SUPPLIES AND EQUIPMENT TRADING | LO No. | PCS-2025-012 |
| Address: | Bacacay, Albay | Date No. | April 11, 2025 |
| TIN: | 290-204-268-00000 | Mode of Payment | |

Please be informed that you are recommended for the (Provision and Installation of Acrylic Signages to be used at Nursing Department Building)

| | | | |
|----------------------|-------------|----------------|-------------------------------|
| Implementing Office: | | End-User: | Christine Genevieve B. Rivera |
| 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 and Installation of Acrylic Signages to be used at Nursing Department Building | 1 | 465,150.00 | 465,150.00 |
| SCOPE OF WORK: Fabrication and Installation | | | | | |
| Description: | | | | | |
| | | | Quantity: | | |
| BU Polangui Logo (24x24 inch) | | | 2 | | |
| Nursing Department (36x12 inch) | | | 2 | | |
| Room Pocket Holder (A4 size) | | | 20 | | |
| Room Signage Label (8x16 inch) | | | 20 | | |
| Calendar of Activities (4x8 ft) | | | 3 | | |
| Table Top Nameplate (5x16 inch) | | | 15 | | |
| Mission & Vission (20x20 inch) | | | 4 | | |
| Organizational Structure (5x8 ft) | | | 1 | | |
| Nursing Department-Main Entrance (5x3 ft) | | | 1 | | |

*** FOUR HUNDRED SIXTY-FIVE THOUSAND ONE HUNDRED FIFTY AND 00/100 PESOS ONLY***

465,150.00

Service Delivery Conditions:

I. Details related to implementation shall be communicated with Ms. Brenda P. Yapchiongco.

Bicol University Polangui has approved the rate by the service provider for the supply of the goods in the sum of **FOUR HUNDRED SIXTY-FIVE THOUSAND ONE HUNDRED FIFTY AND 00/100 PESOS ONLY (Php 465,150.00)** 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.

Very truly yours,

Mary Joy B. Catangui
MARY JOY B. CATANGUI

Dean

Conforme:

Claire M. Asuncion

Signature over Printed Name

04/15/2025

(Date)

| | | | |
|---------------------------|--------------------------------------|---------------------------|-------|
| Funds Available: | | Supply Office Receipt by: | |
| CLAIRE M. ASUNCION | ORS/BURS No. 62-2004411-2025-04-0498 | Date: | Time: |
| Budget Officer | Amount: 465,150.00 | | |