



Republic of the Philippines  
Bicol University Polangui  
Polangui, Albay

**LETTER ORDER**  
Bicol University-Polangui

Supplier:	<b>JD CONSTRUCT OFFICE SUPPLIES AND EQUIPMENT TRADING</b>	LO No.	<b>PCS-2025-065</b>
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
1	lot	Provision of installation of Glass Door and Sliding Glass Division at New Nursing Department Building	1
		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

OFFICE OF THE AUDITOR  
BICOL UNIVERSITY  
LEGACY CITY  
RECEIVED  
2025

*Service Delivery Conditions:*

*1. Details related to implementation shall be communicated 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.

Very truly yours,

MARY JOY B. CATANGUI  
Dean

Conforme:

MARY JOY B. CATANGUI

Signature over Printed Name:

12/23/25

(Date)

Funds Available:  CLAUDE M. ASUNCION Budget Officer	ORS/BURS No. 02-260441-2025-12-271 Amount: 103,850.00	Supply Office Receipt by:  Date: _____ Time: _____
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