

OFFICE OF THE AUDITOR  
BICOL UNIVERSITY  
LEGAZPI CITY  
**RECEIVED**  
DATE: 7-16-25  
gls

LETTER ORDER BICOL UNIVERSITY					
Supplier :	NUPRINT MASTER		L.O. No.	GDS-2025-252	
Address :	Acci Bldg., Peñaranda Ext., Bonot, Legazpi City		Date:	June 19, 2025	
TIN:	116-915-809-00000		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 : Seven (7) cd after receipt of Letter Order		
Date of Delivery :			Payment Term : as billed		
Item No.	Unit	Description	Quantity	U/Price	TOTAL
1	lot	Provision of Labor and Materials for the Printing and Delivery of Diploma Forms, Transcript Forms and Certification Forms in the University Registrar's Office  • 8.5 x 11 Diploma Form (50 reams) with Bicol University Logo – See Attached Specification and Design Note: without individual names  • 8.5 x 13 Transcript Form (80 reams) with Bicol University Logo and Watermarks - See Attached Specification and Design  • 8.5 x 11 Certification Form (20 reams) with Bicol University Logo and Watermarks – See Attached Specification and Design	1		335,900.00
THREE HUNDRED THIRTY-FIVE THOUSAND AND 00/100 PESOS ONLY					PHP 335,900.00
*** PROVISION OF LABOR AND MATERIALS FOR THE PRINTING AND DELIVERY OF DIPLOMA FORMS, TRANSCRIPT FORMS AND CERTIFICATION FORMS IN THE UNIVERSITY REGISTRAR'S OFFICE ***					
<b>Service Delivery Conditions:</b> 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 <b>Dr. Sophia A. Romero</b> , end user. Bicol University has approved the rate by the service provider for the supply of the goods and services in the sum of <b>THREE HUNDRED THIRTY-FIVE THOUSAND AND 00/100 PESOS ONLY (Php335,900.00)</b> 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					
Conforme:		Very truly yours,  CYRUS A. BARRAMEDA Vice-President for Admin. & Finance			
		Atty. Jeffrey B. Aguilar, CPA Signature over printed name 10 JUL 2025 Date			
Fund Cluster : 701 Funds Available : 335,900.00			ORS/BURS No. : 02-10101-2025-07-1139 Date of the ORS/BURS: July 7, 2025 Amount : P 335,900.00		
KAREN I. CABALLERO Designated Budget Officer					



ISO 9001: 2015  
SOCOTEC SCP000722Q

REPUBLIC OF THE PHILIPPINES  
**BICOL UNIVERSITY**

Legazpi City

Email: bu-vpaf@bicol-u.edu.ph

**MANILA OFFICE:**

No. 4 Lopez St., M. H. del Pilar, Roosevelt Ave.  
Quezon City, Manila, Philippines

☎ Telefax: (02) 921-1586



BAGONG PILIPINAS

## NOTICE OF AWARD

June 19, 2025

**ATTY. JEFFREY B. AGUILAR, CPA**

Authorized Representative

**NUPRINT MASTER**

Acci Bldg., Peñaranda Ext., Bonot, Legazpi City

Dear **Atty. Aguilar**:

We are happy to notify you that your quotation under the **Provision of Labor and Materials for the Printing and Delivery of Diploma Forms, Transcript Forms and Certification Forms in the University Registrar's Office** at the Contract Price of **Three Hundred Thirty-Five Thousand Nine Hundred and 00/100 Pesos (Php335,900.00)**, undertaken through Negotiated Procurement-Small Value Procurement under Sec 53.9 of the 2016 Revised IRR of RA No. 9184, is hereby awarded to you.

Pursuant to Section 54.5 of the 2016 Revised IRR of RA No. 9184, your company is hereby exempted from posting of performance security.

A Letter Order shall be issued at the soonest possible time.

We appreciate your interest in this opportunity, and we look forward to your satisfactory performance of your obligations under the project.

Thank you.

Sincerely yours,

**CYRUS A. BARRAMEDA**  
VP for Admin. & Finance

Received by:

  
Atty. Jeffrey B. Aguilar, CPA  
(Signature above printed name)

**10 JUL 2025**

(Date and Time of Receipt)

\*Kindly email to sender to acknowledge receipt