

OFFICE OF THE AU
BICOL
5-27-25

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LETTER ORDER

BICOL UNIVERSITY

Supplier :	J & E PRINTING PRESS	L.O. No. :	GDS-2025-093
Address :	Rizal St., Legazpi City	Date:	April 25, 2025
TIN:		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 :	GASS-Supply Office	Delivery Term :	June 16, 2025
Date of Delivery :	June 16, 2025	Payment Term :	as billed

Item No.	Unit	Description	Quantity	U/Price	TOTAL
1	Lot	To Provide Labor Services and Materials for the Lay Outing, Printing, and Delivery of the University Commencement Exercises Program for the 2025 University Commencement Exercises on June 24 & 25, 2025 Graduation Program/Invitation (5,950 pcs) Specification: Size: 8.5 x 6" Material Cover: Kromekote, Inside Page: Book Paper No. 60 Pages: Cover: 4, Inside Page: more or less 195 (subject to modification) Color: 4 colors (sky blue, black, blue, orange), Inside Pages: Black Binding: Soft Bound Note: With an In-House Layout artist stationed at the University Registrar's Office ***See Attached Sample of Cover Page and Inside Page***	1	66.00	392,700.00

THREE HUNDRED NINETY-TWO THOUSAND SEVEN HUNDRED AND 00/100 PESOS	PHP 392,700.00
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*** PROVISION OF LABOR SERVICES AND MATERIALS FOR THE LAY OUTING, PRINTING, AND DELIVERY OF THE UNIVERSITY COMMENCEMENT EXERCISES PROGRAM FOR THE 2025 UNIVERSITY COMMENCEMENT EXERCISES ON JUNE 24 & 25, 2025 ***

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. Sophia A. Romero

Bicol University has approved the rate by the service provider for the supply of the goods and services in the sum of THREE HUNDRED NINETY-TWO THOUSAND SEVEN HUNDRED AND 00/100 PESOS (Php392,700.00.00) 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:

EMILY B. REGNO

Proprietor

Signature over printed name

5/28/25

Date

Very truly yours,

CYRUS A. BARRAMEDA

Vice-Pres. for Admin. & Finance

Fund Cluster : 705	ORS/BURS No. : 02-20441-2025-05-125
Funds Available : 392,700.00	Date of the ORS/BURS: 05-06-25
KAREN I. CABALLERO	Amount : 392,700.00
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

April 24, 2025

EMILY B. REGNO

Authorized Representative

J & E PRINTING PRESS

Rizal St., Legazpi City

Dear **Madam:**

We are happy to notify you that your quotation under contract **Provision of Labor Services and Materials for the Lay Outing, Printing, and Delivery of the University Commencement Exercises Program for the 2025 University Commencement Exercises on June 24 & 25, 2025** at the Contract Price of *Three Hundred Ninety-Two Thousand Seven Hundred and 00/100 Pesos (Php392,700.00)*, 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: **EMILY B. REGNO**

Signature
Proprietor

(Signature above printed name)

7/28/25
(Date and Time of Receipt)

*Kindly email to sender to acknowledge receipt