



Republic of the Philippines  
Province of Romblon  
**MUNICIPALITY OF SANTA FE**  
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**OFFICE OF THE MAYOR**

## **NOTICE TO PROCEED**

January 20, 2025

**ARSENIA COMMERCIAL CENTER**  
Looc, Romblon

Dear Sir/Madam:

The attached Purchase Order having been approved, notice is hereby given to **ARSENIA COMMERCIAL CENTER** – *Looc, Romblon*, that the **supply & delivery of materials** may commence for the **Rehabilitation of Magsaysay Local Access Road (Sitio Hinaklupan) – Phase III** within 30 working days after the receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Municipal Government of Santa Fe, Romblon.

Very truly yours,

  
**ELSIE D. VISCA**  
Municipal Mayor  
(Head of the Procuring Entity)

CONFORME:

  
**ARSENIA COMMERCIAL CENTER**  
Looc, Romblon  
Date: \_\_\_\_\_

**PURCHASE ORDER**  
Municipal Government of Santa Fe, Romblon

<b>Supplier : <u>ARSENIA COMMERCIAL CENTER</u></b> <b>Address : <u>Looc, Romblon</u></b> _____ <b>TIN : _____</b>	<b>P.O. No. : <u>2025-01-0002</u></b> <b>Date : <u>January 15, 2025</u></b> <b>Mode of Procurement : <u>Public Bidding</u></b> <b>PR No./s : <u>2024-11-0274 / November 29, 2024</u></b>
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Gentlemen:

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


<b>Place of Delivery : <u>Magsaysay, Santa Fe, Romblon</u></b>			<b>Delivery Term : <u>Deliver on Jobsite</u></b>		
<b>Date of Delivery : <u>Within 30 Working Days After the Receipt of NTP</u></b>			<b>Payment Term : <u>Check</u></b>		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2025-0009-8751	bags	Portland cement Type I	789	298.00	<b>235,122.00</b>
2025-0010-8751	cu.m.	Sand (Washed/River sand)	76	1,080.00	<b>82,080.00</b>
2025-0011-8751	cu.m.	Gravel 1" (screened)	76	1,518.00	<b>115,368.00</b>
2025-0012-8751	bd.ft.	30pcs-2x8x12 Coco lumber	480	28.00	<b>13,440.00</b>
2025-0013-8751	pcs	10mmø x 6 RSB	12	182.00	<b>2,184.00</b>
2025-0014-8751	kgs	C.W. Nails 3"	5	90.00	<b>450.00</b>
2025-0015-8751	kilo	Hard Asphalt	16	150.00	<b>2,400.00</b>
2025-0016-8751	pc	Billboard 8' x 8' w/ frame	1	6,800.00	<b>6,800.00</b>
<b>(Total Amount in Words):</b> FOUR HUNDRED FIFTY SEVEN THOUSAND EIGHT HUNDRED FORTY FOUR PESOS					<b>457,844.00</b>

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

  
**ARSENIA COMMERCIAL CENTER**  
Signature over Printed Name of Supplier

  
**JESSIE ANN PUNZALAN-DEL PRADO**  
Signature over Printed Name of Authorized Official

\_\_\_\_\_  
Date

Acting Municipal Mayor  
Designation

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sanggunian Resolution No.: \_\_\_\_\_

Certified Correct:

N/A  
Secretary to the Sanggunian

\_\_\_\_\_  
Date