



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF GLORIA**

**NOTICE TO PROCEED**

October 18, 2022

**JUN ERICK M. DELA CRUZ**  
Medicom Trading & Services  
Marfrancisco, Pinamalayan, Oriental Mindoro

Dear Ma'am/Sir,

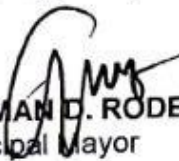
The attached Contract Agreement having been approved, notice is hereby given to **Medicom Trading & Services** may commence on the **Supply and Delivery of Ten (10) Executive Tables and Ten (10) Chairs** effective on the day or date after the receipt of this notice.

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 Gloria, Oriental Mindoro.

Contract Duration: 30 days upon receipt of Notice to Proceed

Very truly yours,

  
**GERMAN D. RODEGERIO**  
Municipal Mayor

I acknowledge receipt of this Notice on 10-18-2022

Name of the Representative of the Bidder: JUN ERICK M. DE LA CRUZ

Authorized. Signature: 

**PURCHASE ORDER**  
**MUNICIPAL GOVERNMENT OF GLORIA**

Government of Gloria, Oriental Mindoro  
 Project Reference Number: **2022-002-1127**  
 Name of the Projects: **Supply and Delivery of Ten (10) Executive Tables and Ten (10) Chairs**  
 Location of the Projects: **Sangguniang Bayan Office**

Supplier: **Medicom Trading & Services**  
 P.O. No.: **2022-002-713**  
 Address: **Marfrancisco, Pinamalayan, Oriental Mindoro**  
 Date: **October 17, 2022**  
 Mode of Procurement: **Public Bidding**  
 TIN: **283-824-336-00000**  
 PR No./s: **2022-002-1127**

Name of the Project/s: **Supply and Delivery of Ten (10) Executive Tables and Ten (10) Chairs**  
 ITB No: **2022-031**  
 Location of the Project/s: **Sangguniang Bayan Office**

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

Place of Delivery: **Sangguniang Bayan Office** Delivery Term: **30 days**  
 Date of Delivery: \_\_\_\_\_ Payment Term: **after delivery and inspection**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	unit	Executive Table Size: 60"x60"x28"x30" Color: Gray & Brown	1	28,000.00	28,000.00
2	unit	Executive Chair Max weight capacity: 100kg Tilt lock function, 350mm base and PU Caters Pnuematic height adjustment 360 degrees swivel Function	1	15,000.00	15,000.00
3	units	Executive Table Size: 48"x24"x30" Color: Brown & White	9	13,500.00	121,500.00
4	units	Executive Chair Size: 55W x 57.5D x 94.5-104.5H cm Material: Fanric, Mesh Color: Black	9	10,000.00	90,000.00

**Total** **₱254,500.00**

Total Amount in Words:  
**Two Hundred Fifty-Four Thousand Five Hundred Pesos**

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, \_\_\_\_\_  
**Medicom Trading & Services** **GERMAN D. RODEGERIO**  
 Signature over Printed Name of Supplier Municipal Mayor  
 Date Signed: **10-17-2022** Date Signed: \_\_\_\_\_

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

Approved per Sanggunian Resolution No.: **Not Applicable**

Certified Correct: **Not Applicable**

Copy Distribution: **Orig - DV/COA** **2nd - DV/MACo** **3rd - BAC** **4th - Supplier**