



**PURCHASE ORDER**  
**WESTERN MINDANAO STATE UNIVERSITY**

WMSU-PRO-FR-002.00

Effectivity: Sep. 26, 2023

Supplier : **FREEDOM COMMERCIAL PRINTERS**  
 Address : **Governor Ramos Avenue, Sta. Maria., Zamboanga City**  
 Tel No. : **991-1091**  
 TIN : **004-325-187-000**

P.O. No. : **25-267**  
 Date : **05/11/2025**  
 P.R No: **25-07-331**  
 Date :  
 Mode of Procurement : **Public Bidding**  
 Performance Bond :

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

Place of Delivery : **WMSU SUPPLY OFFICE**

Delivery Term : **30 CD**

Date of Delivery : **JAN 08 2026**

Payment Term :

Item No	Item Name	Unit	Qty	Unit Price	Total Price
1	Certificate of Registration Form 4 ply, 8.5"x4.5", Carbonless, 1,000 sheets/box  PLEASE SEE ATTACHED SAMPLE FORM  Offer: Please see attached technical specification compliance Delivery period: 30 Days	boxes	150	4,324.00	648,600.00

-----NOTHING FOLLOWS-----

Page 1 of 1

For : **ADMINISTRATION-MISTO**

(Amount in words)

**Six Hundred Forty-Eight Thousand Six Hundred Pesos Only**

**648,600.00**

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

Conforme :

**FREEDOM COMMERCIAL PRINTERS**

(Signature over printer name)

*PAOB025*  
Date

**MA. CARLA A. OCHOTORENA, R.N., Ph.D.**

UNIVERSITY PRESIDENT

Funds Available :

*hcnfH*  
**CHRISTIANNE DAWN R. SICAT**  
Chief Accountant

ALOBS :

*2025-11-1502 (STF)*

AMOUNT :

*P 648,600.-*

*DEC 03 2025*

*A*



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**

Office of the President

Normal Road, Baliwasan, Zamboanga City, 7000

✉ wmsu@wmsu.edu.ph/wmsupres@wmsu.edu.ph ☎ 992-4238



**NOTICE TO PROCEED**

**DEC 05 2025**

**CROMWELL Z. ONG**

Proprietor

**FREEDOM COMMERCIAL PRINTERS**

Governor Ramos Avenue, Sta. Maria, Zamboanga City

Sir/Madam:

**DEC 05 2025** Pursuant to the contract entered into between your company and this office dated **PR 25-07-331** Public Bidding "Procurement of Certificate of Registration (COR) Forms for the MISTO of the University", your company is hereby given the authority to commence delivery on the said project from receipt thereof.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provide in the purchase order and in accordance with the delivery schedule.

Very truly yours,

**MA. CARLA A. OCHOTORENA, R.N, Ph.D.**

President

Conforme:

(Signature Over Printed Name)

Date:



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✉ [wmsu@wmsu.edu.ph](mailto:wmsu@wmsu.edu.ph)/[wmsupres@wmsu.edu.ph](mailto:wmsupres@wmsu.edu.ph) ☎ 992-4238



**NOTICE OF AWARD**

27 OCT 2025

**FREEDOM COMMERCIAL PRINTERS**

Gov. Ramos, Sta. Maria, Zamboanga City

Madam/Sir:

This is to advise you that your bid dated **September 30, 2025** for PR 25-07-331; Public Bidding Procurement of **PROCUREMENT OF CERTIFICATE OF REGISTRATION (COR) FORMS FOR THE MISTO OF THE UNIVERSITY** with the following Contract Price is hereby accepted:

Object of Bidding	Total Amount in Figures	Amount in Words
1. One Hundred Fifty (150) boxes of Certificate of Registration Form 4 ply, 8.5"x4.5", Carbonless, 1,000 sheets/box  PLEASE SEE ATTACHED SAMPLE FORM  <i>Offer: Please see attached technical specification compliance Delivery Period: 30 Days</i>	Php 648,600.00	Six Hundred Forty-Eight Thousand Six Hundred Pesos
<b>TOTAL CONTRACT PRICE</b>	<b>Php 648,600.00</b>	<b>Six Hundred Forty-Eight Thousand Six Hundred Pesos Only</b>

You are hereby required to provide, within ten (10) days from receipt hereof, the Performance Security/ Performance Bond equivalent to the following;

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	Five percent (5%)
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the insurance Commission as authorized to issue such security.	Thirty percent (30%)
d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security



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The WORLD  
UNIVERSITY  
RANKINGS  
FOR INNOVATION



Failure to provide the Performance Security shall constitute sufficient ground for the cancellation of the award and forfeiture of the Bid Security.

Very truly yours,

**MA. CARLA A. OCHOTORENA, RN., Ph.D.**  
President

Received by:

(Signature Over Printed Name)

Date:

10/29/2015