



PURCHASE ORDER
WESTERN MINDANAO STATE UNIVERSITY

WMSU-SO-FR-002.02
Effectivity: Aug. 30, 2023

Supplier : **FREEDOM COMMERCIAL PRINTERS**
Address : **Governor Ramos Avenue, Sta. Maria., Zamboanga City**

P.O. No. : **25-032**
Date : **26/03/2025**
P.R No: **25-01-001**
Date :
Mode of Procurement : **Public Bidding**
Performance Bond :

Tel No. : **991-1091**
TIN : **004-325-187-000**

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

Place of Delivery : **WMSU SUPPLY OFFICE**

Delivery Term : **45 CD**

Date of Delivery :

Payment Term :

Item No	Item Name	Unit	Qty	Unit Price	Total Price
1	DIPLOMA JACKET Specification: Cover leatherette with foam Color: Crimson Red Logo size: 2.5 inches Diameter Logo in the middle Jacket size: can hold diploma with the size of 8.5"x11", Portrait (Please see attached sample) Offer: Please see attached technical specifications statement of compliance Delivery Period: Forty-Five (45) Calendar Days upon receipt of Purchase Order and Notice to proceed	pcs	7,000	78.00	546,000.00
2	SECURITY PAPER (Parchment) for DIPLOMA Specification: Size: 8.5 x 11" (Letter size) Invisible security watermark (logo) Security fiber Word "PHOTOCOPY" is visible when duplicated (please see attached sample design) Offer: Please see attached technical specifications statement of compliance Delivery Period: Forty-Five (45) Calendar Days upon receipt of Purchase Order and Notice to proceed	pcs	10,000	35.00	350,000.00

Page 1 of 2

For : **ADMINISTRATION-UNIVERSITY REGISTRAR OFFICE**

(Amount in words)

Eight Hundred Ninety-Six Thousand Pesos Only

896,000.00

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)

04/03/25

Date


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

UNIVERSITY PRESIDENT

Funds Available :


CHRISTIANNE DAWN R. SICAT

Chief Accountant

ALOBS : 2025-03-2516 (ST)

AMOUNT : ₱ 1,340,001.00



PURCHASE ORDER
WESTERN MINDANAO STATE UNIVERSITY

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

P.O. No. : **25-032**
Date : **26/03/2025**
P.R No: **25-01-001**
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Mode of Procurement : **Public Bidding**
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Gentlemen : Please furnish this office the following articles subject to terms and conditions contained herein.

Place of Delivery : **WMSU SUPPLY OFFICE**
Date of Delivery :

Delivery Term : **45 CD**
Payment Term :

Item No	Item Name	Unit	Qty	Unit Price	Total Price
3	<p>SECURITY PAPER for TRANSCRIPT OF RECORDS</p> <p>Specification: Size: 8.5 x 13" (long size) WMSU logo printed invisible ink, visible when exposed to ultraviolet light big WMSU Logo in the middle Logo size: 2.5" diameter with watermark, visible when exposed to ultraviolet light 1-3/4" in diameter invisible WMSU Logo middle top portion fiber, watermarks, security fiber Word "PHOTOCOPY" is visible when duplicated</p> <p>(please see attached sample design)</p> <p>GRADUATION DATES: MAY 26 and 27, 2025 - MAIN CAMPUS MAY 29, 2025 - ESU CAMPUS</p> <p>DELIVERY PERIOD: 45 DAYS</p> <p>Offer: Please see attached technical specifications statement of compliance</p> <p>Delivery Period: Forty-Five (45) Calendar Days upon receipt of Purchase Order and Notice to proceed</p>	pcs	15,00	30.00	450,000.00

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

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For : **ADMINISTRATION-UNIVERSITY REGISTRAR OFFICE**

(Amount in words)

One Million Three Hundred Forty-Six Thousand Pesos Only

1,346,000.00

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)

04/03/25

Date

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

UNIVERSITY PRESIDENT

Funds Available :

CHRISTIANNE DAWN R. SICAT

Chief Accountant

ALOBS: *2025-03-250 (STP)*

AMOUNT: *₱ 1,346,000-*





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

MAR 20 2025

CROMWELL Z. ONG
 Proprietor
FREEDOM COMMERCIAL PRINTERS
 Governor Ramos Avenue, Sta. Maria, Zamboanga City

Sir/Madam:

Pursuant to the to the contract entered into between your company and this office dated MAR 20 2025 for PR 25-01-001 Public Bidding “Procurement of Diploma Jacket and Security papers for the University Registrar’s Office”, 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

Conformer:

 Vince C. David
 (Signature Over Printed Name)

Date: 04/03/25

[Handwritten mark]



NOTICE OF AWARD

19 MAR 2025

FREEDOM COMMERCIAL PRINTERS

Gov. Ramos, Sta. Maria, Zamboanga City

Madam/Sir:

This is to advise you that your bid dated **February 27, 2025** for **PR 25-01-001; Public Bidding Procurement of PROCUREMENT OF DIPLOMA JACKET AND SECURITY PAPERS FOR THE UNIVERSITY REGISTRAR'S OFFICE OF THE UNIVERSITY** with the following Contract Price is hereby accepted:

Object of Bidding	Total Amount in Figures	Amount in Words
<p>1. Seven Thousand (7,000) pcs of DIPLOMA JACKET</p> <p>Specification: Cover leatherette with foam Color: Crimson Red Logo size: 2.5 inches Diameter Logo in the middle Jacket size: can hold diploma with the size of 8.5"x11", Portrait</p> <p>(Please see attached sample)</p> <p><i>Offer: Please see attached technical specifications statement of compliance</i></p> <p><i>Delivery Period: Forty-Five (45) calendar days upon receipt of Purchase Order and Notice to Proceed</i></p>	<p>Php 546,000.00</p>	<p>Five Hundred Forty-Six Thousand Pesos</p>
<p>2. Ten Thousand (10,000) pcs of SECURITY PAPER (Parchment) for DIPLOMA</p> <p>Specification: Size: 8.5 x 11" (Letter size) Invisible security watermark (logo) Security fiber Word "PHOTOCOPY" is visible when duplicated</p> <p>(please see attached sample design)</p>	<p>Php 350,000.00</p>	<p>Three Hundred Fifty Thousand Pesos</p>



<p><i>Offer: Please see attached technical specifications statement of compliance</i></p> <p><i>Delivery Period: Forty-Five (45) calendar days upon receipt of Purchase Order and Notice to Proceed</i></p>		
<p>3. Fifteen Thousand (15,000) pcs of SECURITY PAPER for TRANSCRIPT OF RECORDS</p> <p>Specification: Size: 8.5 x 13" (long size) WMSU logo printed invisible ink, visible when exposed to ultraviolet light big WMSU Logo in the middle Logo size: 2.5" diameter with watermark, visible when exposed to ultraviolet light 1-3/4" in diameter invisible WMSU Logo middle top portion fiber, watermarks, security fiber Word "PHOTOCOPY" is visible when duplicated</p> <p>(please see attached sample design)</p> <p>GRADUATION DATES: MAY 26 and 27, 2025 - MAIN CAMPUS MAY 29, 2025 - ESU CAMPUS</p> <p>DELIVERY PERIOD: 45 DAYS</p> <p><i>Offer: Please see attached technical specifications statement of compliance</i></p> <p><i>Delivery Period: Forty-Five (45) calendar days upon receipt of Purchase Order and Notice to Proceed</i></p>	<p>Php 450,000.00</p>	<p>Four Hundred Fifty Thousand Pesos</p>
<p>TOTAL CONTRACT PRICE</p>	<p>Php 1,346,000.00</p>	<p>One Million Three Hundred Forty-Six Thousand Pesos Only</p>

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

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:


Virca C. David
(Signature Over Printed Name)

Date: 03/20/25