



PURCHASE ORDER  
WESTERN MINDANAO STATE UNIVERSITY

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

Supplier : CEEJAY'S ENTERPRISES  
Address : Barelona Street, Zamboanga City

P.O. No. : 25-033  
Date : 26/03/2025  
P.R No: 25-01-002 .  
Date :  
Mode of Procurement : Public Bidding  
Performance Bond :

Tel No. :  
TIN :

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
1	<p>MEDALLION (Academic Awards) .</p> <p>Specification:</p> <p>MEDALLION</p> <p>-Brass coated (please see attached sample design)</p> <p>-3 inches in diameter</p> <p>-3mm in thickness</p> <p>LANYARD</p> <p>-Velvet Ribbon</p> <p>-color: Crimson Red</p> <p>-size: 20 inches (Length) x 2 inches (Width)</p> <p>Gold: 10 pcs</p> <p>Silver: 200 pcs</p> <p>Bronze: 800 pcs</p> <p>GRADUATION DATES: .</p> <p>MAY 26 and 27, 2025 - MAIN CAMPUS</p> <p>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</p>	pcs .	1,010	444.50	448,945.00

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

Page 1 of 1 For : ADMINISTRATION-UNIVERSITY REGISTRAR OFFICE

(Amount in words) Four Hundred Forty-Eight Thousand Nine Hundred Forty-Five Pesos Only 448,945.00

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 :

CEEJAY'S ENTERPRISES

(Signature over printer name)

April 7, 2025

Date

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

UNIVERSITY PRESIDENT

Funds Available :

CHRISTIANNE DAWN R. SICAT

Chief Accountant

ALOSB :

AMOUNT :

2025-03-255 (STF)  
P 448,945.00



**NOTICE TO PROCEED**

**MAR 20 2025**

**CHARITO J. CANOPIN**  
Proprietor  
**CEEJAY'S ENTERPRISES**  
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 25-01-002 Public Bidding "Procurement of Medallion (Academic Awards) 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

Conforme:   
**Denisharose A. Morera**  
(Signature Over Printed Name)

Date: April 11, 2025





**NOTICE OF AWARD**

24 MAR 2025

**CEEJAY’S ENTERPRISES**  
Barcelona Street, Zone II, Zamboanga City

Madam/Sir:

This is to advise you that your bid dated **February 27, 2025** for **PR 25-01-002; Public Bidding Procurement of Procurement of Medallion (Academic Awards) for the University Registrar’s Office** with the following Contract Price is hereby accepted;

Object of Bidding	Total Amount in Figures	Amount in Words
<b>1. One Thousand Ten (1,010) pcs of MEDALLION (Academic Awards)</b>  Specification: MEDALLION -Brass coated (please see attached sample design) -3 inches in diameter -3mm in thickness  LANYARD -Velvet Ribbon -color: Crimson Red -size: 20 inches (Length) x 2 inches (Width)  Gold: 10 pcs Silver: 200 pcs Bronze: 800 pcs  GRADUATION DATES: MAY 26 and 27, 2025 - MAIN CAMPUS MAY 29, 2025 - ESU CAMPUS DELIVERY PERIOD: 45 DAYS  <i>Offer:</i> <i>Please see attached technical specifications statement of compliance</i> <i>Delivery Period: 45 days</i>	Php 448,945.00	Four Hundred Forty-Eight Thousand Nine Hundred Forty-Five Pesos
<b>TOTAL CONTRACT PRICE</b>	Php 448,945.00	<b>Four Hundred Forty-Eight Thousand Nine Hundred Forty-Five 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

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:

Denisharo S. Morera

(Signature Over Printed Name)

Date:

March 26, 2018

