



**WESTERN MINDANAO STATE UNIVERSITY**  
Normal Road, Baliwasan, Zamboanga City 7000



WMSU-PRO-FR-002.01  
Effectivity: Feb. 23, 2026



**PURCHASE ORDER**

Supplier: **JGH BUSINESS SOLUTIONS**  
Address: **8 Gs Compound, E. Cortes St., Mandaue City, Cebu**  
  
Tel No.: **09917014410: 032-420-9000**  
TIN: **311-540-542-000**

P.O. No.: **26-036 A**  
Date: **07/04/2026**  
P.R No: **26-01-004**  
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**  
Date of Delivery: **JUN 28 2026**

Delivery Term: **60 CD**  
Payment Term:

Item No	Item Name	Unit	Qty	Unit Price	Total Price
1	<b>DIPLOMA JACKET</b> 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 sample with the University Registrar)	pcs	8,000	73.75	590,000.00

NOTHING FOLLOWS

Page 1 of 1 For: **ADMINISTRATION-REGISTRAR OFFICE**

(Amount in words) **Five Hundred Ninety Thousand Pesos Only** 590,000.00

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:

*Aileen M. Montealt*  
**JGH BUSINESS SOLUTIONS**  
(Signature over printer name)

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

**April 29, 2026**  
Date

Funds Available:

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

ALOS: **2026-04-342 (STP)**  
AMOUNT: **₱ 590,000**

**APR 27 2026**



**NOTICE TO PROCEED**

29 APR 2026

**AILEEN M. MONTEALTO**  
Senior Account Executive  
**JGH BUSINESS SOLUTIONS**  
8 Gs Compound, E. Cortes St., Mandaue City, Cebu

Madam:

Pursuant to the to the contract entered into between your company and this office dated **APR 11 2026** for *Item 1 (Diploma Jacket) of PR 26-01-004 "Procurement of Diploma Jacket and Security Paper for the University Registrar PhilGeps Reference No: 12722635*, 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:

  
Aileen M. Montealto  
(Signature Over Printed Name)

Date: April 29, 2026



**NOTICE OF AWARD**

31 MAR 2026

**JGH BUSINESS SOLUTIONS**

8 G's Compound, E. Cortes St., Pilit Cabancalan  
 Mandaue City, Cebu

Madam/Sir:

This is to advise you that your bid dated **February 27, 2026** for **PR 26-01-004; Public Bidding Procurement of Procurement of Diploma Jacket and Security Paper for the University Registrar** with the following Contract Price is hereby accepted:

Object of Bidding	Total Amount in Figures	Amount in Words
<b>1. Eight Thousand (8,000) pcs of DIPLOMA JACKET</b> 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 sample with the University Registrar)	Php 590,000.00	Five Hundred Ninety Thousand Pesos
<b>TOTAL CONTRACT PRICE</b>	<b>Php 590,000.00</b>	<b>Five Hundred Ninety Thousand 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

*Amelynn*



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
 Normal Road, Baliwasan, Zamboanga City 7000



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: *Aileen M. Montecito*  
 (Signature Over Printed Name)

Date: April 1, 2026



**PURCHASE ORDER**

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

P.O. No. : **26-036 B**  
Date : **16/04/2026**  
P.R No: **26-01-004**  
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 : **60 CD**

Date of Delivery : **JUL 13 2026**

Payment Term :

Item No	Item Name	Unit	Qty	Unit Price	Total Price
2	Security Paper (Parchment) for Diploma Size: 8.5"x11" (short size) Invisible security watermark (logo) Security fiber word "Photocopy" is visible when duplicated  (Please see sample with the University Registrar)	pcs	10,000	35.00	350,000.00
3	Security Paper for transcript of Records Size: 8.5"x13" (long size) Paper: Security paper WMSU Logo Printed invisible ink, visible only when exposed to ultraviolet light Big wmsu logo in the middle 2.5" in diameter With watermark middle part visible only when exposed to ultraviolet light 1-3/4" in diameter invisible logo middle top portion fiber, watermarks, security fiber, word "Photocopy" is visible when duplicated.  (Please see sample with the University Registrar)  Offer: Please see attached technical specification compliance statement  Delivery Period: Sixty (60) calendar days	pcs	15,000	30.00	450,000.00

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

Page 1 of 1 For : **ADMINISTRATION-REGISTRAR OFFICE**

(Amount in words) **Eight Hundred Thousand Pesos Only** **800,000.00**

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)

*5/14/2026*

Date

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

UNIVERSITY PRESIDENT

Funds Available :

**CHRISTIANNE DAWN R. SICAT**

Chief Accountant

ALOBS :

*2026-04-383 (STF)*

AMOUNT :

*₱ 800,000*

MAY 12 2026



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE FOR INFRASTRUCTURE**  
 Normal Road, Baliwasan Zamboanga City  
 Telephone: 062-991-1771 loc. 1002



**NOTICE TO PROCEED**

MAY 13 2026

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

Sir:


Pursuant to the to the contract entered into between your company and this office dated MAY 12 2026 for Item 2 & 3 (Security Paper) of PR 26-01-004 "Procurement of Diploma Jacket and Security Paper for the University Registrar PhilGeps Reference No: 12722635, 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.

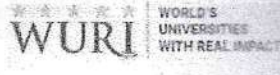
Very truly yours,

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

Conforme:

  
 (Signature Over Printed Name)

Date: 5/14/26



**NOTICE OF AWARD**


31 MAR 2026

**FREEDOM COMMERCIAL PRINTERS**  
 Gov. Ramos, Sta. Maria, Zamboanga City

Madam/Sir:

This is to advise you that your bid dated **February 27, 2026** for **PR 26-01-004; Public Bidding Procurement of Procurement of Diploma Jacket and Security Paper for the University Registrar** with the following Contract Price is hereby accepted:

Object of Bidding	Total Amount in Figures	Amount in Words
<p><b>2. Ten Thousand (10,000) pcs of Security Paper (Parchment) for Diploma</b>            Size: 8.5"x11" (short size)            Invisible security watermark (logo)            Security fiber            word "Photocopy" is visible when duplicated</p> <p>(Please see sample with the University Registrar)</p>	<p>Php 350,000.00</p>	<p>Three Hundred Fifty Thousand Pesos</p>
<p><b>3. Fifteen Thousand (15,000) pcs of Security Paper for transcript of Records</b>            Size: 8.5"x13" (long size)            Paper: Security paper            WMSU Logo Printed invisible ink, visible only when exposed to ultraviolet light            Big wmsu logo in the middle 2.5" in diameter            With watermark middle part visible only when exposed to ultraviolet light            1-3/4" in diameter invisible logo middle top portion fiber, watermarks, security fiber, word "Photocopy" is visible when duplicated.</p> <p>(Please see sample with the University Registrar)</p>	<p>Php 450,000.00</p>	<p>Four Hundred Fifty Thousand Pesos</p>

CERTIFIED CERTIFIED TRUE COPY  
 FREEDOM COMM'L. PRINTERS  
 BY: 



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
 Normal Road, Baliwasan, Zamboanga City 7000



<i>Offer: Please see attached technical specification compliance statement</i> <i>Delivery Period: Sixty (60) calendar days</i>		
<b>TOTAL CONTRACT PRICE</b>	<b>Php 800,000.00</b>	<b>Eight Hundred Thousand 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:   
**ROSA MARIA MOLINA**  
 (Signature Over Printed Name)

Date: 1/8/2024

