



Cagayan Valley Herbal Processing Plant  
Regional Government Center, Dalan Na Pagayaya, Carig Sur, Tuguegarao City

## NOTICE TO PROCEED

April 30, 2024

MS. MA. CHRISTINA D. SANTOS  
Authorized Representative  
EC TEC COMMERCIAL  
32 St. Louis Compound 7  
Baesa, Quezon City

Dear Ms. Santos:

This is to inform you that the Supply and Delivery of Soap Production Requirements for Cagayan Valley Herbal Processing Plant – Philippine Institute of Traditional and Alternative Health Care (CVHPP-PITAHC) has been approved, you may now proceed with the delivery of the items listed in the following Purchase Orders listed below:

1. Purchase Order #2024-04-017, LOT 4: INDIVIDUAL BOXES 130g.
2. Purchase Order #2024-04-018, LOT 5: CORRUGATED BOXES for 100 pieces by 130g..

You are responsible for performing the services under the terms and conditions of the Contract Agreement/Purchase Order and in accordance with the Implementation Schedule.


Enclosed is the original signed Purchase Order for your ready reference in the execution of this transaction.

Please acknowledge receipt and acceptance of this notice by signing on the spaces provided below and furnish us a signed copy hereof.

Very truly yours,

  
DR. MA. TERESA COINIGO, FPCAM, CESE  
Director General  
PITAHC

CONFORME:

I acknowledge receipt of the NTP on: May 3, 2024  
Name of Representative: Ma. Cristina D. Santos  
Signature of Representative: 



# PURCHASE ORDER



Department of Health  
PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE  
Cagayan Valley Herbal Processing Plant  
Regional Government Center, Dalan Na Pagayaya, Carig Sur, Tuguegarao City

SUPPLIER:	EC TEC COMMERCIAL	P.O. NO.:	2024-04-017
ADDRESS:	32 St. Louis Compound 7, Luhahati St., Baesa, Quezon City	DATE:	26 April, 2024
TEL:	132-825-281-000 vat	PR NO.:	2024-01-005
TYPE OF PROCUREMENT:	PUBLIC BIDDING	DATE:	04 January, 2024

Item:

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

Delivery:	Cagayan Valley Herbal Processing Plant RGC, Carig Sur, Tuguegarao City	Delivery Term:	Within 30 Days Upon Receipt of Notice to Proceed and P.O.
Date of Delivery:	Within 30 days upon receipt of Notice to Proceed and Purchase Order and Acceptance of Final Proof of Printout	Payment Term:	Within 30 days upon completion of delivery

STOCK NO	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
	PCS	LOT 4: SUPPLY AND DELIVERY OF INDIVIDUAL BOXES:			
	PCS	INDIVIDUAL BOX FOR 130g. - AKAPULKO	111,250	3.10	Php 344,875.00
	PCS	INDIVIDUAL BOX FOR 130g. - BAYABAS	115,250	3.06	352,665.00
		X-X-X-X-X-X			
		SPECIFICATIONS:			
		DIMENSION: (L= 67mm X W-57mm X H-37mm)			
		WITH DIE-CUT			
		SPECIAL HIGH GLOSS STICKER COATING (IN & OUT)			
		FULL COLOR WITH LAYOUTING AND PRESSPROFFING			
		X-X-X-X-X-X-X-X-X-X			
		FOR CVHPP-PITABC SOAP PRODUCTION			

Amount In Words)	SIX HUNDRED NINETY SEVEN THOUSAND FIVE HUNDRED FORTY PESOS ONLY	Php 697,540.00
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In case of failure to make 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.

Very truly yours,

Conforme:

*Ken - Crislim D Santos*  
Signature over Printed Name of Supplier  
May 3, 2024  
Date

*DR. MA. TERESA CORNIGO, FPCAM, CESE*  
Director General  
Authorized Official

Requesting Office/ Department	Funds Available.	Amount	697540-
DR. BRIAN B. CASTRENCE, RPh, Mchem.	LEILA M. MEDINA, CPA, MPA	BUS No.:	02-101277-2024-04-114
Pharmacist VI / Plant Manager	Accountant II		
Authorized Official	Authorized Official		



# PURCHASE ORDER



Department of Health  
PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE  
Cagayan Valley Herbal Processing Plant  
Regional Government Center, Dalan Na Pagayaya, Carig Sur, Tuguegarao City

SUPPLIER:	EC TEC COMMERCIAL	P.O. NO.:	2024-04-018
ADDRESS:	32 St. Louis Compound 7, Luhahati St., Baesa, Quezon City	DATE:	26 April, 2024
	132-825-281-000 vat	PR NO.:	2024-01-007
MODE OF PROCUREMENT:	PUBLIC BIDDING	DATE:	18 January, 2024

Supplier shall furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	Cagayan Valley Herbal Processing Plant RGC, Carig Sur, Tuguegarao City	Delivery Term:	Within 30 days upon receipt of Notice to Proceed and Purchase Order
Date of Delivery:	Within 30 days upon receipt of Notice to Proceed and Purchase Order and Acceptance of Final Proof of Printout	Payment Term:	Within 30 days upon completion of delivery


STOCK NO	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
	PCS	LOT 5: SUPPLY AND DELIVERY OF CORRUGATED BOX FOR 100 PCS / 130G./BAR HERBAL SOAP  TECHNICAL SPECIFICATIONS: * 3 - Layered * Single Wall * Test 200 PSI * BOX Style: RSC * Flute C * Brown Craft and Glue Joint * 14.5" x 9.5" x 8.5" * with PITAHC LOGO and CVHPP Address print in Black/Gray Color  X-X-X-X-X-X-X-X-X FOR CVHPP-PITAHC SOAP PRODUCTION USE	2,205	85.00	187,425.00

(Total Amount In Words) ONE HUNDRED EIGHTY SEVEN THOUSAND FOUR HUNDRED TWENTY FIVE PESOS ONLY 187,425.00


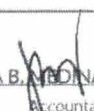
In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

Conforme:

  
Mr. Crister P. Sula  
Signature over Printed Name of Supplier  
May 3, 2024  
Date

  
DR. MA. TERESA CO INIGO, FRCAM, CESE  
Director General  
Authorized Official

Subsidiary Office/ Department	Funds Available:	Amount : ₱187,425.-
 DR. BRIAN B. CASTRENCE, RPh, MChem. Pharmacist VI / Plant Manager Authorized Official	 LEILA B. MEDINA, CPA, MPA Accountant II Authorized Official	BUS No.: 02-101277-2024-04-115