



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE**

Camp General Emilio Aguinaldo, Quezon City, Philippines

**NOTICE TO PROCEED**

**MS. HEDDA HOPE SANCHEZ**

Authorized Representative  
Kaifashion Philippines Incorporated  
17B Maya Arcade Bldg., 678 EDSA,  
Cubao, Quezon City

Dear **Ms. Sanchez**:

In view of the approved Purchase Order, hereby issued is the Notice to Proceed in relation to the project "**Procurement of Tokens and Mementos**" with a contract price of **Two Hundred Twenty-Eight Thousand Eight Hundred Pesos (P228,800.00) only**, in accordance with R.A. 9184 and its Revised IRR, as evaluated and verified in accordance with the requirements of the Office of Civil Defense (OCD).

It is assumed that upon receipt hereof, you shall comply with the terms and conditions set forth in the aforesaid Purchase Order, strictly conform to the delivery schedule and send bill policy for the payment scheme. You are hereby requested to forward the Statement of Account (SOA) for this project to the Administrative and Financial Management Service.

Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below. May we further request that one (1) of the copies received be returned to the Office of Civil Defense.

Very truly yours,



  
**USEC RICARDO B. JALAD**  
Administrator

I acknowledge receipt of this Notice on Jan. 25, 2021

Name of the Representative of the Bidder: Hedda Hope M. Sanchez

Signature: 