



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

Camp General Emilio Aguinaldo, Quezon City, Philippines

**NOTICE TO PROCEED**

**MS. RUBY DE FRANCIA**

Authorized Representative  
St. Francis Square Development Corporation  
(BSA Twin Towers)  
Bank Drive, Ortigas Center, Mandaluyong City


Dear **Ms. Francia**:

In view of the approved Purchase Order, hereby issued is the Notice to Proceed in relation to the project **“Provision of hotel/venue/accommodation for the conduct 4-Day Basic Incident Command System Training Course for OCD Personnel (Blended) (08-12 February 2021)”** with a contract price of **One Hundred Thirty Four Thousand Four Hundred Pesos (₱134,400.00) 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 Capacity-Building and Training 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 08 FEBRUARY 2021

Name of the Representative of the Bidder: RUBY DE FRANCIA

Signature: 