



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

Camp General Emilio Aguinaldo, Quezon City, Philippines

**NOTICE TO PROCEED**

**MS. JERVIN F. PUSO**

Authorized Representative  
Quartz Business Products Corporation  
15<sup>th</sup> Floor Capital House, 9<sup>th</sup> Ave., cor.  
34<sup>th</sup> St., Bonifacio Global City,  
Taguig City

Dear **Ms. Puso**:

In view of the approved Purchase Order, hereby issued is the Notice to Proceed in relation to the project, "**Supply and Delivery of Printer Consumable for the 1<sup>st</sup> and 2<sup>nd</sup> Quarter of CY 2021 for use of OCD - NDRRMC**" with a contract price of **Five Hundred Forty One Thousand Two Hundred Fifty Pesos (P541,250.00)** 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 requested to forward the Statement of Account (SOA) 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 5/11/21

Name of the Representative of the Bidder: Jervin F. Puso  
Account Manager

Signature: 