



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

123

Camp General Emilio Aguinaldo, Quezon City, Philippines

NOTICE TO PROCEED

MR. JERVIN F. PUSO

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

Dear **Mr. 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 use of OCD-NDRRMC for the 2nd Quarter of FY 2021"** with a contract price of **Eight Hundred Forty Two Thousand Two Hundred Nineteen Pesos (PHP 842,219.00)** 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 _____

5/28/21

Name of the Representative of the Bidder: _____

Jervin F. Puso
Account Manager

Signature: _____

