



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



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NOTICE TO PROCEED

MS. KRISTIN M. ROXAS

Authorized Representative

GRA: Global Resilience Academy Co.

12 Richard St., Kingsville Executive Village,

Mayamot, Antipolo City

Dear **Ms. Roxas:**

In view of the approved Contract, hereby issued is the Notice to Proceed in relation to the project, "**Hiring of Highly Technical Researchers/Writers (Team/Firm) for the Development of Accomplishment Reports 2016 to 2022**" with a contract price of **Three Hundred Fifty Thousand Pesos (PhP350,000.00)** 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 Contract, 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 Policy Development and Planning 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 SEPTEMBER 27, 2021

Name of the Representative of the Bidder: KRISTIN M. ROXAS

Signature: [Signature]