



OFFICE OF CIVIL DEFENSE

Camp General Emilio Aguinaldo, Quezon City, Philippines

NOTICE TO PROCEED

MS. CORAZON MAG-ATAS

Authorized Representative
5 J&C Place and Catering Services
54 Champaca cor. Sampaguita St.
Lopezville Subd., Mayamot
Antipolo City

Dear Ms. Mag-atas:

In view of the approved Purchase Order, hereby issued is the Notice to Proceed in relation to the project, "**Provision of Meals / Catering Services for the conduct of Peace and Security Orientation Program for OCD Employees**" with a contract price of Thirty Two Thousand Five Hundred Fifty Pesos (P32,550.00) 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 Human Resource Management and Development Division (HRMDD).

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 Feb. 11, 2020

Name of the Representative of the Bidder: CORAZON D. MAG-ATAS

Signature: 