



OFFICE OF CIVIL DEFENSE

Camp General Emilio Aguinaldo, Quezon City, Philippines

NOTICE TO PROCEED

MR. REINIZAR GREGORIO
Authorized Representative
Elixir De La Vie Corporation
2nd Flr. QSB Bldg., Sumulong Highway,
Mayamot, Antipolo City

Dear **Mr. Gregorio**,

In view of the approved Purchase Order, hereby issued is the Notice to Proceed in relation to the project, "**Supply and Delivery of Office Equipments**" with a contract price of **Thirty Seven Thousand Six Hundred One Pesos (P37,601.00)** 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, send bill policy for the payment scheme, and you are requested to forward the Statement of Account (SOA) to the Procurement Management Division.

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,

BERNARDO RAFAELITO R ALEJANDRO IV
Director, Administrative and Financial Management Service

I acknowledge receipt of this Notice on Nov 4, 2019

Name of the Representative of the Bidder: Reinizar Gregorio

Signature: [Handwritten Signature]