



OFFICE OF CIVIL DEFENSE

Camp General Emilio Aguinaldo, Quezon City, Philippines

NOTICE TO PROCEED

MS DENISE R LOLO

Authorized Representative
Marga Enterprises
Blk. 9 Lot 28A – Daffodil St.
Loves Executive Village,
Brgy. Dalig, Antipolo City

Dear **Ms. Lolo**,

In view of the approved Purchase Order, hereby issued is the Notice to Proceed in relation to the project, "**Provision for Lease of Photocopier Machine**" with a contract price of **Twenty Thousand Eight Hundred Eighty Pesos (P20,880.00)** 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 end-user.

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,


DIR BERNARDO RAFAELITO R ALEJANDRO IV
Administrative and Financial Management Service

I acknowledge receipt of this Notice on October 2, 2019
Name of the Representative of the Bidder: Ms. Denise R. Lolo
Signature: 