



# OFFICE OF CIVIL DEFENSE

Camp General Emilio Aguinaldo, Quezon City, Philippines

## NOTICE TO PROCEED

**MS. LESLIE D. SANTOS**  
Authorized Representative  
Toyota Manila Bay Corporation  
926 Aurora Blvd., San Roque  
Quezon City

Dear **Mr. Santos**,

In view of the approved Work Order, hereby issued is the Notice to Proceed in relation to the project, "**Repair and Maintenance of OCD Vehicle – Toyota Land Cruiser with Plate no. NIM 504**" with a contract price of **Two Hundred Sixty Thousand Three Hundred Twenty and 21/100 Pesos (P260,320.21)** 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 Work 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,

  
**USER RICARDO B JALAD**  
Administrator



I acknowledge receipt of this Notice on Nov. 08'19

Name of the Representative of the Bidder: Leslie Santos

Signature: 