



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

Camp General Emilio Aguinaldo, Quezon City, Philippines

**NOTICE TO PROCEED**

**MR. REINIZAR GREGORIO**  
Authorized Representative  
Elixir De La Vie Corporation  
2<sup>nd</sup> 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 Laptop**" with a contract price of **Forty Four Thousand Eight Hundred Fifty Pesos (P44,850.00)** 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 Human Resource Management and Development 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,

  
**USER RICARDO B JALAD**  
Administrator



I acknowledge receipt of this Notice on January 3, 2020  
Name of the Representative of the Bidder: Reinizar Gregorio  
Signature: [Handwritten Signature]