



# OFFICE OF CIVIL DEFENSE

Camp General Emilio Aguinaldo, Quezon City, Philippines

## NOTICE TO PROCEED

**MS. PAMELA FORMENTERA**  
Authorized Representative  
Geoffrey Transport Service  
77 Mapang-akit St., Pinyahan  
Quezon City

Dear **Ms. Formentera**,

In view of the approved Purchase Order, hereby issued is the Notice to Proceed in relation to the project, "**Van Rental for the conduct of Community First Responder Training**" with a contract price of **Twenty Nine Thousand Five Hundred Pesos (P29,500.00)** 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 Public Affairs Office.

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 October 16, 2019

Name of the Representative of the Bidder: Pamela Formentera

Signature: Pamela Formentera