



OFFICE OF CIVIL DEFENSE

Camp General Emilio Aguinaldo, Quezon City, Philippines

NOTICE TO PROCEED

MS. EMILY P. VILLAS

Authorized Representative

Zioneyes General Merchandise

40-B Miami St., Cubao

Quezon City

Dear **Ms. Villas:**

In view of the approved Purchase Order, hereby issued is the Notice to Proceed in relation to the project, **"Supply and Delivery of Drawstring Bag for OCD's Participation in the 3rd Tactical, Survival and Arms Expo"** with a contract price of **Forty Thousand Five Hundred Pesos (P40,500.00)** 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 and send bill policy for the payment scheme. 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 Nov. 26 2019
Name of the Representative of the Bidder: Emily Villas
Signature: [Handwritten Signature]