



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE

# OFFICE OF CIVIL DEFENSE

Camp General Emilio Aguinaldo, Quezon City, Philippines

## NOTICE TO PROCEED

**MR RICHARD M RELOS**  
Authorized Representative  
RM Relos Transport Service  
1147 Batangas St., Pio Del Pilar  
Makati City

Dear **Mr. Relos**,

In view of the approved Purchase Order, hereby issued is the Notice to Proceed in relation to the project, "**Provision of Transportation for the conduct of FY-2020 OCD APB Validation Workshop**" with a contract price of **Nineteen Thousand Two Hundred Pesos (P19,200.00)** 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,

  
**BERNARDO RAFAELITO R ALEJANDRO IV**  
Director, Administrative and Financial Management Service

I acknowledge receipt of this Notice on SEPTEMBER 6, 2019

Name of the Representative of the Bidder: RICHARD M. RELOS

Signature: Richard Relos