



# OFFICE OF CIVIL DEFENSE

Camp General Emilio Aguinaldo, Quezon City, Philippines

## NOTICE TO PROCEED

### **MS. CORAZON MAG-ATAS**

Authorized Representative  
5 J&C Place and Catering Services  
54 Champaca cor. Sampaguita St.  
Lopezville Subd., Mayamot  
Antipolo City

Dear **Ms. Mag-atas**:

In view of the approved Purchase Order, hereby issued is the Notice to Proceed in relation to the project, "**Provision of Meals for the Commemo**" with a contract price of **Forty Seven Thousand Twenty Five Pesos (P47,025.00)** 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 Policy Development and Planning Service.

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 10/14/19

Name of the Representative of the Bidder: CORAZON P. MAG-ATAS

Signature: 