

## NOTICE TO PROCEED

11 April 2024

**MARVIN G. SERRANO**  
Authorized Representative  
1337 Pau Street, Calulut  
San Fernando, Pampanga

Dear **Mr. Serrano:**

Please be informed that you may now proceed as the Supplier for the contract entitled “Supply and Delivery of Office Supplies for the use of DSWD FO2 for the Second Quarter CY 2024” with ITB No. 2024-03-0005 and Contract No. 24-04-0006 amounting to **Two Million Forty-Three Thousand One Hundred Ninety-Three Pesos (P2,043,193.00)** inclusive of all applicable taxes.

This Notice binds you to your bid price proposal, schedule of requirements, technical specifications, and other terms and conditions stipulated in the Contract. Please note that complete delivery of goods shall be made within **30 Calendar days** upon receipt of this notice. Further, we acknowledge receipt of your Performance Security in a form of:

(Please check type of Security)	Form of Performance Security	Amount of Performance Security/ Remarks
	Cash or Cashier's / Manager's Check	
	Bank Draft/Guarantee or irrevocable letter of credit	
✓	Surety Bond	Six Hundred Twelve Thousand Nine Hundred Fifty-Seven Pesos and 90/100 (P612,957.90)

Kindly affix your signature and the corresponding date in the space provided below:

Very truly yours,

  
**LUCIA SUYU-ALAN, RSW**  
Regional Director

CONFORME:

**MARVIN G. SERRANO**  
Authorized Representative  
Date: \_\_\_\_\_