

NOTICE TO PROCEED

December 19, 2019

Ms. Angelica Ann Allamen
347 SCHOOL OFFICE SUPPLIES, INC.
347 San Vicente St. cor. T. Pinpin
Binondo, Manila

Madam:

The attached Purchase Order No. 078-19, dated December 4, 2019, having been approved, Notice is hereby given that the Supply and Delivery of Various Office Supplies (Lot II – Liquid Products, Pens/Pencils and Erasers/Rubber Products, Plastic Products, Metal Products; Lot III – Tools/Devices/Office Machine, Batteries and Computer Related Accessories, Various Adhesive Materials/Tapes), may commence within seven (7) calendar days after the receipt of this Notice, and shall be delivered within thirty (30) calendar days.

You are responsible to commence the delivery enumerated under the terms and conditions and in accordance with Section VI – Schedule of Requirements. You may coordinate with the PICC authorized representative, **Mr. Glenn L. Pelonio**, Assistant Director, FPD, for the other details of the delivery.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Office of the BAC Secretariat.

Very truly yours,



ROBERTO A. GARCIA
Deputy General Manager

I acknowledge receipt of this Notice on _____

Name of the Representative of the Bidder: _____

Authorized Signature: _____