



November 23, 2020

**NORDE INTERNATIONAL DISTRIBUTORS AND SPARKLAB  
(QL DEVELOPMENT, INC.)**

102 Kalayaan Avenue, Central, Diliman,  
Quezon City 1101  
Tel. No.: 3435-4899 local 315  
Fax No.: 3435-4899 local 334

Attention : **MR. RAYMOND DE CASTRO**  
Chief Accountant

Dear Sir :

Subject : **NOTICE TO PROCEED**

We are pleased to inform you that the Purchase Contract for the Supply and Delivery of One (1) Lot Various Printing Consumables under ITB No. FB20-02-004CORa-06, that was awarded to you, has been signed by the contracting parties.

Thus, we are issuing this Notice to Proceed for you to complete the supply and delivery of the items, within thirty (30) calendar days from the date of receipt of this notice.

Please be reminded that should you opt to submit a warranty security in a form of Special Bank Guarantee, it must be submitted on or before the scheduled delivery. Otherwise, PAGCOR shall apply the standard retention money of at least one percent (1%) of the contract price. The same shall be released after three (3) months from the formal acceptance, if and when there is no patent and latent defects noted.

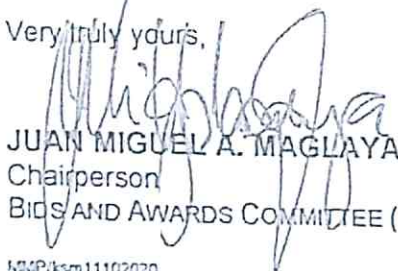
You may coordinate with Marketing Assistant Jessibel T. Santos and Assistant Marketing Officer Marie Arleen Judy Lim, of the Marketing Department, at 7254-6266 or 7755-3799 locals 7307 or 7306, for the specific details of their requirements.

Please acknowledge receipt of this Notice by signing the same and fax it at 7755-3799 local 7453.

We look forward to the completion of this project to our mutual satisfaction.

Thank you.

Very truly yours,

  
**JUAN MIGUEL A. MAGLAYA**  
Chairperson  
BIDS AND AWARDS COMMITTEE (BAC) 3

NMP/ksm11102020

Cc: BAC 3  
AVP, IMD

Received:

RAYMOND P. DE CASTRO  
Printed Name and Signature

12-3-2020  
Date