

July 21, 2021

STANLEY BRADLEY TRADING INC.

1029/31 A. Mabini St.,
Ermita, Manila
Tel. No. 8521-8221
Fax. No. 8526-1328

Attention: **MR. STEPHEN BRADLEY O. SEE**
Manager

Dear Sir:

Subject: **NOTICE TO PROCEED**

We are pleased to inform you that the Purchase Contract for Lot 2 (Supply and Delivery of Canon Ink Cartridges for Existing Printers) of the Supply and Delivery of Consolidated Ink Cartridges and Toners of Corporate Departments and SOG 5 under ITB No. PB20-09-051COR, 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 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 first 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 no patent and latent defects are noted.

You may coordinate with Ms. Alona E. Lacorte, IT Officer and Ms. Analine V. Tablante, Sr. IT Assistant, Information Technology Department at (02) 7755-3199 local 3123 or 3186 for the specific details of their requirements.

Please acknowledge receipt of this Notice and email it to Egicel.Lumbao@pagcor.ph.

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

Thank you.

Very truly yours,


ALBERTO O. REGINO JR.
Chief of Staff

Cc: BAC 2
OIC, ITD


BSB/CDN/MMP/RBD/eci 07212021 1:06P.M.

Received:


STEPHEN SEE
Printed Name and Signature

Position: **MANAGER**

Date

7/28/21

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