



July 1, 2021

**MICROGENESIS SOFTWARE, INC.  
Doing Business under the Name and Style of  
Microgenesis Business Systems**

Unit 1202 Paragon Plaza Bldg. 162 EDSA  
corner Reliance Street Mandaluyong City, Metro Manila 1550  
Tel No. 0917-5553681 / 8658-7000  
Email Add: [charis.gajultos@mgenesis.com.ph](mailto:charis.gajultos@mgenesis.com.ph)

Attention : **MS. CHARIS-ANN GAJULTOS**  
Sales Associate

Dear Madam:

Subject : **NOTICE TO PROCEED**

We are pleased to inform you that the Purchase Contract under the Supply and Delivery of Three (3) Years Subscription Update for Security Gateway under ITB No. PB21-00-001COR, 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 at the PAGCOR Main Corporate Office, 10/F IT Department, IMET BPO Tower I, Metropolitan Park, Macapagal Blvd., Pasay City, 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 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 one (1) year from the formal acceptance, if and when there are no patent and latent defects.

You may coordinate with Senior Manager Ross Sherwin De Claro, or SISO Maria Carmela Guinto, Information Technology Department at 7755-3199 loc. 3129/ 3130 for specific details of their requirement.

Kindly acknowledge receipt of this notice and email it to the assigned BAC Secretary, Procurement Officer I, [Angelica.Acoba@pagcor.ph](mailto:Angelica.Acoba@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

Received:

**CHARIS-ANN A. GAJULTOS**  
Printed Name and Signature

Position: **SALES ASSOCIATE**

Date: **JULY 6, 2021**

RBD / angel

Cc: ITD  
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