



June 6, 2022

MR. WILFREDO N. AGUILAR

Authorized Representative / Account Director

TRENDS & TECHNOLOGIES, INC.

6TH Floor Trafalgar Plaza

105 H.V. Dela Costa Street,

Salcedo Village, Makati City

Tel./Fax No.: 8811-8181 / 8814-0130

Email: willya@trends.com.ph

Subject: **NOTICE TO PROCEED**

Dear Mr. Aguilar:

We are pleased to inform you that the Service Contract for the Procurement of One (1) Year Preventive Maintenance Agreement Service of Cisco IP PBX Corporate and Call Accounting System at PAGCOR Main Corporate Annex and Imus DR Site under ITB No. PB21-09-044COR, 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 services at the following delivery sites:

Delivery Site No. 1	IMET BPO – Tower 1, Metropolitan Park, Roxas Boulevard, Pasay City
Delivery Site No. 2	PAGCOR Corporate Annex Office, Carmen Bldg. 1105 U.N. Avenue corner Maria Orosa St., Ermita, Manila

Based on the following schedules:

Maintenance Milestone	Description	Delivery of Periodic Maintenance
1 st Quarter	Submission of Service Renewal Kit/Document and First Preventive Maintenance	Within fifteen (15) calendar days from receipt of Notice to Proceed
2 nd Quarter	Second Quarterly Preventive Maintenance	Within 3 months after the end of 1 st Quarter
3 rd Quarter	Semi-annual Preventive Maintenance & General Cleaning	Within 3 months after the end of 2 nd Quarter
4 th Quarter	Fourth Quarterly Preventive Maintenance	Within 3 months after the end of 3 rd Quarter

You may coordinate with the Senior Communications Officer Cesar M. Causaren at (02) 8521-0957 local 3105 and Communications Officer II Alfonso L. Velez, Jr. at (02) 8521-0957 local 3106 of the Information Technology Department (ITD) for the specific details of their requirements.

Kindly acknowledge receipt of this Notice and email to Gloria.Alberto@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

RBD/ gsa

Received:



Printed Name and Signature

Position: Sales Assistant

June 13, 2022

Date

NOTICE TO PROCEED

Procurement of One (1) Year Preventive Maintenance Agreement Service of Cisco IP PBX Corporate and Call Accounting System at PAGCOR Main Corporate Annex and Imus DR Site under ITB No. PB21-09-044COR