



September 24, 2013

MITSUI TRADING PHILS. LTD. CO.
No. 100 A. Del Mundo Street, Bet. 7th & 8th Ave.
Grace Park, Caloocan City
Tel. No. 277-7777
Fax. No. 277-2222

ATTN: **GINA ALAMA**
Admin. Officer

Dear Madam:

Subject: **NOTICE TO PROCEED**


This refers to the Negotiated Procurement (Small Value) for the **Supply & Delivery of Caps** under ITB No. COR 13-00051.


The attached Purchase Order (PO) No. 49625 having been approved, this Notice to Proceed is being issued for you to complete the Supply & Delivery of the said items within **twenty (20) calendar days from September 24, 2013.**

Kindly acknowledge receipt of this letter and fax it back to us at fax no/s. 404-1411 and 523-2045.

Thank you.

Very truly yours,


MARJORIE F. SUAREZ
Acting Assistant Manager
Procurement Department


Gina D. Alama / Admin Officer
Received by: Name/Position

Sept. 24, 2013
Date