



October 21, 2013

PINGCON MARKETING CORPORATION

No. 37 Insurance Street, Project 8

Quezon City

Tel. No. 920-8476

Fax. No. 920-8533

ATTN: **JENNIFER VALMERO**
Sales Supervisor

Dear Madam:

Subject: **NOTICE TO PROCEED**

This refers to the Negotiated Procurement (Small Value) for the **Supply & Delivery of Lot 3 – Dishwashing Soap** under ITB No. COR 13-00111.

The attached Purchase Order (PO) No. 49755 having been approved, this Notice to Proceed is being issued for you to complete the Supply & Delivery of the said items **within seven (7) calendar days from October 21, 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

Received by: Name/Position

10-21-13

Date