



November 13, 2013

**UP-TOWN INDUSTRIAL SALES, INC.**

Up-town Bldg., 56-58 Madison Street  
Mandaluyong City  
Tel. No. 631-83-66 to 70  
Fax. No. 631-52-90/96

ATTN: **LENIE PADUA**  
Hardware Saleswoman

**Gentlemen:**

Subject: **NOTICE TO PROCEED**


This refers to the Negotiated Procurement (Small Value) for the **Supply & Delivery of One (1) Lot Hardware Materials** under ITB No. COR 13-00164.


The attached Purchase Order (PO) No. 49938 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 November 13, 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

  
**ALBERT H. ARCEO**

Received by: Name/Position

**11-13-13**

Date