

March 19, 2014

DEPENDABLE PACKAGING & PRINTING HOUSE CORP.

#53 Donesa St., West Canumay, Valenzuela City

Tel. No.: (02) 292-7959 / 293-2053 / 456-7126

Fax No.: (02) 294-6521

ATTN: MR. JOSE JONATHAN R. GONZALES
Sales Manager

Gentlemen:

Subject: **NOTICE TO PROCEED**

This refers to the public bidding for the Supply and Delivery of PAGCOR Newsletter for 2015 under ITB No. 11-09-2014.

The attached Purchase Order (PO) No. 535, having been approved, this Notice to Proceed is being issued for you to commence with project as follows:

Description	Quantity	Schedule of Delivery
PAGCOR Newsletter for 2015		
1 st Quarter of 2015 (January to March)	5,000 copies	Per quarterly issue of the newsletter, partial delivery of not less than 500 copies is required within five (5) working days after the digital proof has been approved by the end-user. Complete delivery must not exceed seven (7) working days after the end-user's approval of the digital proof.
2 nd Quarter of 2015 (April to June)	5,000 copies	
3 rd Quarter of 2015 (July to September)	5,000 copies	
4 th Quarter of 2015 (October to December)	5,000 copies	

Further, please be reminded of the following General Considerations for the project:

1. Submission of the digital proof is required one day after the CD/DVD of newsletter materials and mock-up of the publication has been provided;
2. Flexibility in accommodating possible revisions (text and/or color) to the lay-out design is also required after the submission of the digital proof to the end-user.

You may coordinate with Ms. Ciara Mabalot, Information and Publication Coordinator, Information and Publication Office, Corporate Communications and

Services Department at telephone numbers 02-5260337 local 2506 or 02-2553467 for the specific details of the requirement.

Kindly acknowledge receipt of this letter and fax it back to us at fax nos. 02-5243911.

Thank you.

Very truly yours,

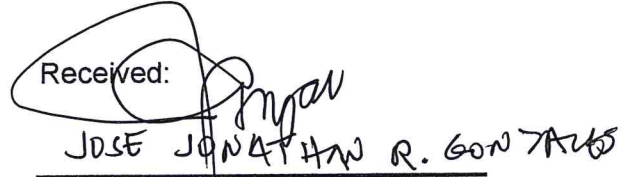


ALBERTO R. VILLARAMA
Chairperson
BIDS AND AWARDS COMMITTEE (BAC) 3

/MMP/aaa

cc: BAC 3
AVP, CCSD
AVP, BASD

Received:



JOSE JONATHAN R. GONZALEZ

Date

3.23.15