



December 10, 2014

**ENCHANT TRADING**

M.A. Roxas St., San Roque, Marikina City  
No. 239-2074; 245-8896  
No. 245-8896

TO: **CLARISE C. DE LEON**  
Owner/General Manager

Dear Ma'am:

Subject: **NOTICE TO PROCEED**


This refers to the Negotiated Procurement (Small Value) for Lot 2 of the Supply & Delivery of (2) Lots Various Cleaning Equipment for PAGCOR House Annex under ITB No. COR 00182.

Attached Purchase Order (PO) No. 50936 having been approved, this Notice to Proceed is being issued for you to complete the Supply & Delivery of the said items on or before December 17, 2014.


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

Thank you.

Very truly yours,

  
**ARJORIE F. SUAREZ**  
Assistant Manager  
Procurement and Property Department



  
**CLARISA C. DE LEON** OWNER/GENERAL MANAGER  
Received by: Name/Position

Dec. 11, 2014