



November 14, 2016

**MCSA MARKETING**

#446 San Fernando St. Binondo, Manila  
Telephone. No. : 241-4217/247-1982  
TeleFax No. : 241-6791

Attention : **Teresa S. Agsalud**  
Proprietress

Madam :

Subject : **NOTICE TO PROCEED**


This refers to the Negotiated Procurement (Small Value) of **LOT 4** of the **SUPPLY AND DELIVERY OF FIVE LOTS VARIOUS OFFICE EQUIPMENT FOR CORPORATE DEPARTMENTS AND SOG's** under ITB No. **COR 16-00079**.

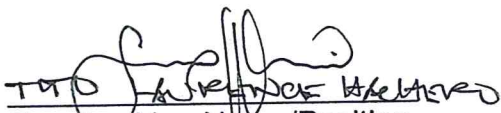
The attached Purchase Order (PO) No. **51777** having been approved, this Notice to Proceed is being issued for you to **complete the delivery** of the items on or before **November 29, 2016**.

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

Thank you.

Very truly yours,

  
**MARJORIE F. SUAREZ**  
Senior Manager  
Logistics Management Department

  
Received by: Name/Position  
11-14-16  
Date