



May 18, 2021

**MICROGENESIS SOFTWARE, INC. DOING BUSINESS UNDER THE  
NAME AND STYLE OF MICROGENESIS BUSINESS SYSTEMS**

Unit 1202 Paragon Plaza Building,  
162 Edsa Cor. Reliance St.,  
Mandaluyong City  
Tel. No. 8658-7000  
Fax. No. 8637-5048

Attention: **MS. CHARIS-ANN A. GAJULTOS**  
Sales Associate

Dear Madam:

Subject: **NOTICE TO PROCEED**

We are pleased to inform you that the Purchase Contract for Lot 1 (Supply and Delivery of HP Ink Cartridges for Existing Printers), Lot 3 (Supply and Delivery of Epson Ink Cartridges for Existing Printers) and Lot 4 (Supply and Delivery of Brother Ink Cartridges for Existing Printers) of the Supply and Delivery of Consolidated Ink Cartridges and Toners of Corporate Departments and SOG 5 under ITB No. PB20-09-051COR, that was awarded to you has been signed by the contracting parties.

Thus, we are issuing this Notice to Proceed for you to complete the supply and delivery of the items within ninety (90) calendar days from receipt of this notice.

Please be reminded that should you opt to submit a warranty security in a form of Special Bank Guarantee, it must be submitted on or before the first scheduled delivery. Otherwise, PAGCOR shall apply the standard retention money of at least one percent (1%) of the contract price. The same shall be released after three (3) months from the formal acceptance, if and when there are no patent and latent defects.

You may coordinate with IT Officer Alona E. Lacorte and Sr. IT Assistant Analine V. Tablante, of the Information Technology Department, at (02) 7755-3199 local 3123 or 3186 for the specific details of their requirements.

Please acknowledge receipt of this Notice and email it to [Egicel.Lumbao@pagcor.ph](mailto:Egicel.Lumbao@pagcor.ph).

We look forward to the completion of this project to our mutual satisfaction.

Thank you.

Very truly yours,

**ALBERTO O. REGINO JR.**  
Chief of Staff

Cc: BAC 2  
OIC, ITD

Received:

**CHARIS-ANN A. GAJULTOS**

Printed Name and Signature

Position: **SALES ASSOCIATE**

**25 MAY 2021**

Date