



August 8, 2018

CJDS ENTERPRISE

216 Mariveles Street, La Loma
Brgy. Paang Bundok, Quezon City
Mobile No. 0917-8240786

ATTN: **MS. CATHERINE D. SERRANO**
Proprietor

Gentlemen:

SUBJECT: **NOTICE TO PROCEED**

We are pleased to inform you that the Purchase Contract for the Supply and Delivery of Two (2) Lots Various Printed Forms, Assorted Envelopes, Folders & Customized Folders under ITB No. PB18-05-069COR that was awarded to you has already been formally signed by you and the duly designated PAGCOR official.

We are, thus, issuing this Notice to Proceed for you to submit for **Lot 1** the actual sample/proofing of the final product within a non-extendible period of seven (7) calendar days upon receipt of this Notice, after which, you shall complete the supply and delivery of the items under **Lot 1** within forty-five (45) calendar days upon receipt of the approval and acceptance of the final proof and within thirty (30) calendar days for **Lot 2** from the date of 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 before the 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 no patent and latent defects are noted.

You may coordinate with Ms. Noralyn T. Plabasan, Senior Manager, Logistics Management Department (LMD) or Ms. Arcelie L. Cabral, Logistics Assistant, LMD at telephone number 529-8625 to 27 for specific details of the requirement.

Please acknowledge receipt of this Notice and fax it back to us at (02) 623 – 0496 or (02) 708 – 0307.

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

Thank you.

Very truly yours,

RODERICK R. CONSOLACION
Chairperson
BIDS AND AWARDS COMMITTEE (BAC) 1

MMP / gsa

Received:

Catherine Joy D. Serrano
Printed Name and Signature

Sole Proprietor
Position

10 Aug 2018
Date