



September 26, 2018

**UP-TOWN INDUSTRIAL SALES, INCORPORATED**

Up-Town Bldg., 56-58 Madison St. Mandaluyong City  
Tel. Nos.: 651-6387 to 88 / 631-8366 to 67  
Fax Nos.: 631-5296 / 90

ATTN: **MS. DAISY M. VILLAFUERTE**  
Authorized Representative

Gentlemen:

Subject: **NOTICE TO PROCEED**

We are pleased to inform you that the Purchase Contract for the Supply and Delivery of Six (6) Lots Construction/Hardware, Lumber, Electrical, Plastic Acrylic, Painting and Upholstery Materials for Various SOGs under ITB No. PB18-06-081COR that was awarded to you has already been formally signed by you as the authorized representative and the duly designated PAGCOR official.

We are, thus, issuing this Notice to Proceed for you to complete the supply and delivery of the items under Lot 2 (Lumber Materials) and Lot 3 (Electrical Materials) within **forty-five (45) calendar days** 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 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 no patent and latent defects are noted.

You may coordinate with Mr. **Mr. Joseph D. Yodico, Senior Manager, Engineering Unit** and Mr. **Winifredo J. Corral Jr., General Services Assistant, FMED**, at Tel. No. **522-0299 / 521-0957 loc. 3290 or 3207** for the specific details of their requirements.

Please acknowledge receipt of this notice and fax it back to us at 526-0573 / 708-0307, or e-mail [Angelica.Acoba@pagcor.com](mailto:Angelica.Acoba@pagcor.com).

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 / angel

cc: BAC 1  
FMED

Received:

*Lenie I. Padua*  
LENIE I. PADUA  
Printed Name and Signature

Position: SALES REPRESENTATIVE

OCT. 1, 2018  
Date