



March 12, 2019

**UNIGLOBE TRAVELWARE CO. INC.**

Second (2<sup>nd</sup>) & Fifth (5<sup>th</sup>) Floor Primer Star Building  
2282 Leon Guinto St., Brgy. 724, Zone 079,  
Malate, Manila, Metro Manila  
Tel. No. 303-1234 / Fax No. 567-0633  
E-mail Address: annagrace.donillo@primergrp.com

**ATTENTION: MS. ANNA GRACE D. DONILLO**  
Account Executive

Gentlemen:

**SUBJECT: NOTICE TO PROCEED**

We are pleased to inform you that the Purchase Contract for the Supply and Delivery of Trolley Luggage under ITB No. PB18-10-116CORa-11 that was awarded to you has already been formally signed by the duly designated PAGCOR official and your representative.

We are, thus, issuing this Notice to Proceed for you to complete the delivery and execution of the project, based on the following schedule:

Description	Total Quantity/ UOM	DELIVERY SCHEDULE	
		First (1 <sup>st</sup> ) Delivery	Second (2 <sup>nd</sup> ) Delivery
		Within thirty (30) calendar days from the date of receipt by the winning supplier of the Notice to Proceed (NTP).	Within ninety (90) calendar days from the date of receipt by the <i>winning supplier of the NTP</i> or upon advise of the end-user whichever comes first.
Trolley Luggage	154 pcs	Eighty (80) pcs	Seventy-Four (74) pcs

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 Senior Marketing Officer, ~~Christina V. Siapco~~ of the Marketing Department (MD), at telephone number (02) 522-9156, for the specific details of their requirement.

Please acknowledge receipt of this Notice and fax it back to us at (02) 526-0573 or (02) 524-3911.

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

Thank you.

Very truly yours,

  
**JUAN MIGUEL A. MAGLAYA**  
Chairperson  
BIDS AND AWARDS COMMITTEE (BAC) 3

CC: BAC 3  
AVP, MD 

MMP/job 

Received: 

Anna Grace D. Donillo  
Printed Name and Signature

Account Executive  
Position

3/13/2010  
Date

  
JIMCEL C. BESA  
Procurement Officer

3/A