



Philippine Amusement & Gaming Corporation
Creating Opportunities Beyond Gaming

March 18, 2019

GH OFFICE DEPOT
#88 T. Monteverde Street,
Davao City
Tel. No. (082) 224-5400

ATTN: MS. GRACE L. POLPOL
Authorized Representative

Gentlemen:

Subject : **NOTICE TO PROCEED**

We are pleased to inform you that the Purchase Order for the Negotiated Procurement (Small Value) for **Lot 1 of the Supply and Delivery of Two (2) Lots Various Office Forms** under **ITB No. SV19-02-001DAV**, that was awarded to you had already been formally signed by the duly designated PAGCOR officials and your representative.

The attached Purchase Order (PO) No. 13670 having been approved, this Notice to Proceed is being issued for you to commence with the Supply and Delivery of the said item/s based on the following schedule.

Lot 1: Supply and Delivery of Various Office Forms			
FIRST (1st) DELIVERY			
QTY	UOM	Description	Delivery Schedule
10	BOX	FORMS,ACCOUNTS PAYABLE VOUCHER	Within THIRTY(30) calendar days from the receipt of the Notice to Proceed or upon advise of end-user
400	PAD	FORMS, SILVER TICKETS	
12	REAM	FORMS, STATEMENT OF ASSETS & LIABILITIES	
1000	PIECE	FORMS,LEDGER SL/VL	
15	REAM	FORMS, COPY PAPER A4- WITH PAGCOR LOGO	
2	REAM	FORMS, COPY PAPER LONG- WITH PAGCOR LOGO	
2	BOX	FORMS, ENVELOPE , LETTER ENVELOPE - LONG	
5	REAM	FORMS, PHILHEALTH CSF FORM	
SECOND (2nd) DELIVERY			
QTY	UOM	Description	Delivery Schedule
6	REAM	FORMS, LIQUIDATION REIMBURSEMENT EXPENSES	

15	REAM	FORMS, CHANGE SHIFT/WORK SCHEDULE	April 2019 or upon advise of end-user
8	REAM	FORMS, CERTIFICATE OF TRAVEL COMPLETED	
2000	PIECE	FORMS, TIMECARD (MAIN)	
500	PIECE	FORMS, TIMECARD (APO-VIEW)	
12	REAM	FORMS, REQUEST FOR LEAVE OF ABSENCE	
8	REAM	FORMS, ITINERARY OF TRAVEL COMPLETED	
4	REAM	FORMS, APPLICATION FOR EMPLOYMENT	
5	REAM	FORMS, CCTV ATTENDANCE SLIP	
5	REAM	FORMS, CCTV DAILY MONITORING OF CARD SHUFFLING	

THIRD (3rd) DELIVERY			
QTY	UOM	Description	Delivery Schedule
10	REAM	FORMS, DAILY OPERATIONS REPORT	May 2019 or upon advise of end-user
10	REAM	FORMS, COM-2 OUT/IN RECORD	
2	REAM	FORMS, CSC-1, CARD SHUFFLING CENTER REPORT	
4	REAM	FORMS, BIG BACCARRAT SHUFFLE RECORD	
2	REAM	FORMS,CSR-4 CANCELLED CARD RECORD	
2	REAM	FORMS,MINI BACCARAT SHUFFLE RECORD	
2	REAM	FORMS,CSC-08 DAILY CARD INVENTORY REPORT	
4	REAM	FORMS, CSC-09 CSC TO CDR/CSR CARD EXCHANGE SLIP	
4	REAM	FORMS,CSC RETRIEVED USED CARD REC(GD FORM CSC-10	
1	REAM	FORMS,GES-6, CDR DAILY CARD INVENTORY REPORT (PAGE 1)	

FOURTH (4th) DELIVERY			
QTY	UOM	Description	Delivery Schedule
1	REAM	FORMS,PONTOON DELIVERY RECORD	June 2019 or upon advise of end-user
1	REAM	FORMS,PONTOON SHUFFLE RECORD	
80	PAD	FORMS,INDIVIDUAL DUTY SHIFT MEMO	
2	REAM	FORMS,GES-2 CARD SORTERS INDIVIDUAL ACCOMPLISHMENT REPORT	
1	REAM	FORMS, GES-6 CDR DAILY CARD INVTY REPORT (PAGE 2)	
6	REAM	FORMS,GTA-11 TABLE ATTENDANCE SLIP	
10	REAM	FORMS,GTA-8 BACCARAT DELIVERY & SHUFFLE RECORD	
1	REAM	FORMS,PS AREA ASSIGNMENT/ATTENDANCE SLIP	
1	REAM	FORMS,GES-01 CARD ISSUANCE/TURNOVER SLIP	
2	REAM	FORMS,GTA-6, DROP BOX RECEIPT	

FIFTH (5 th) DELIVERY			
QTY	UOM	Description	Delivery Schedule
4	REAM	FORMS, GTA-7 USED CARD TAG	July 2019 or upon advise of end-user
7	BOX	FORMS, HOTEL-LETTER OF AUTHORITY	
15	REAM	FORMS, PESO DECLARATION SLIP	
40	REAM	FORMS, TELLERS EXCHANGE SLIP	
40	REAM	FORMS, PESO/DOLLAR TELLERS COUNT SHEET	
145	REAM	FORMS, BILL STACKER DECLARATION SLIP	
20	REAM	FORMS, CASH TO CHIPS/CHIPS TO CASH TRANSACTION	
24	PAD	FORMS, EMERGENCY ROOM REPORT SLIP	
5	REAM	FORMS, PATIENTS DENTAL RECORD	
3	REAM	FORMS, EMERGENCY ROOM AVAILMENT	

SIXTH (6 th) DELIVERY			
QTY	UOM	Description	Delivery Schedule
3	REAM	FORMS, LOA CHECKLIST	August 2019 or upon advise of end-user
5	REAM	FORMS, PHYSICAL EXAMINATION	
2	REAM	FORMS, CONSENT AND WAIVER FORM	
1500	PIECE	FORMS, CARD, BINCARD 5X8	
12	PAD	FORMS, VIP STOCK ISSUANCE SLIP	
24	REAM	FORMS, PER SHIFT INVENTORY REPORT	
6	REAM	FORMS, BREAKTIME SLIP-JANITORS/BARTENDERS	
2000	PAD	FORMS, VIP ORDER SLIP	

Kindly acknowledge receipt of this letter and fax it back at fax no. 235-0032 or email at JoseLito.Molina@pagcor.ph

Thank you.

Very truly yours,


REGINA C. LEMANA
 Chairperson
 BRANCH BIDS AND AWARDS COMMITTEE (BBAC)

Received:


 Grace L. Tolpol

Printed Name and Signature

Date

9-19-2019