



January 27, 2021

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

Unit 1202 Paragon Plaza Bldg.  
162 Edsa Cor. Reliance St. Mandaluyong City  
Tel No. (02) 8658-7000 / 8637-5048  
Email: [charis.gajultos@mgenesis.com.ph](mailto:charis.gajultos@mgenesis.com.ph)

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

Dear Madam:

Subject : **NOTICE TO PROCEED**

We are pleased to inform you that the Purchase Contract for Lots 1, 4 and 10, under the Supply and Delivery of Ten (10) Lots Consolidated I.T. Equipment and Other Peripherals for Corporate and SOG 4 covered by ITB No. PB20-03-032COR, 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 under Lots 1, 4 and 10 at the PAGCOR Imus Warehouse, #363 Bayan Luma VI, Imus, Cavite, within sixty (60) 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 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 one (1) year for Lots 1 and 10 and three (3) years for Lot 4 from the formal acceptance, if and when there are no patent and latent defects.

You may coordinate with IT Officer Alona E. Lacorte or IT Officer Antenor Bernal, of the Information Technology Department (ITD), at (02) 8755-3199 locals 3123 or 3124 for specific details of their requirement.

Please acknowledge receipt of this notice and fax it at (02) 8623 – 0496 or (02) 8708 – 0307 or email it to [Gloria.Alberto@pagcor.ph](mailto:Gloria.Alberto@pagcor.ph).

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) 2

CDN / /gsa

Cc: ITD  
BAC 2

Received:

**CHARIS-ANN A. GAJULTOS**  
Printed Name and Signature

Position: **SALES ASSOCIATE**

Date: **FEB. 09, 2021**