

February 26 2020

**RUSTAN COMMERCIAL CORPORATION**

OPPEN Building, #349 Sen. Gil Puyat Avenue, Makati City

Tel. No.: (02) 8818-6891; Mobile No.: 0917-5046835

Email Add.: [corpsales@rustans.com.ph](mailto:corpsales@rustans.com.ph); [caphancock@rustans.com.ph](mailto:caphancock@rustans.com.ph)

ATTENTION: **MS. CHERRY ANN P. HANCOCK**  
Corporate Sales Manager

**MS. SHARON GONZALES – JUINIO**  
Sales Coordinator

Dear Mesdames:

Subject: **NOTICE TO PROCEED**

We are pleased to inform you that the Purchase Contract for the Supply and Delivery of Three (3) Lots Various Gift Certificates for Marketing Department under ITB No. FB19-07-015CORb-11, which 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 gift certificates based on the following schedule:

- First (1<sup>st</sup>) Delivery: Within thirty (30) calendar days from the date of receipt of this notice.
- Second (2<sup>nd</sup>) Delivery: Within one hundred twenty (120) calendar days from the date of receipt of this notice.

Lot No.	1 <sup>st</sup> Delivery	2 <sup>nd</sup> Delivery	Total
1	200 pieces	200 pieces	400 pieces
2	7,000 pieces	7,000 pieces	14,000 pieces
3	4,000 pieces	4,000 pieces	8,000 pieces

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 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 there is no patent and latent defects.

You may coordinate with Marketing Assistant Jessiebel T. Santos or Senior Manager Marie Grace Lelani Bautista, of Marketing Department, at (02) 7755-3699 or (02)


7755-3799 local 7313 or 7324 or at email address [jessiebel.santos@pagcor.ph](mailto:jessiebel.santos@pagcor.ph) or [mariegracelelani.bautista@pagcor.ph](mailto:mariegracelelani.bautista@pagcor.ph), for the specific details of their requirement.

Kindly acknowledge receipt of this letter by signing the same and fax it at (02) 7755-3199 local 7452 or 7453 or email it to [evelyngrace.aperocho@pagcor.ph](mailto:evelyngrace.aperocho@pagcor.ph).

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

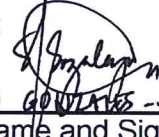
Thank you.

Very truly yours,

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

cc: BAC 3  
AVP, MD

Received:

  
SHARON GORLARES-JUANA  
Printed Name and Signature  
CORPORATE SALES COORDINATOR  
Position  
2/28/20  
Date