



November 26, 2019

**DESIGN EXCELLENCE HOME & OFFICE SYSTEM CO.**

1 Binmaka St. corner Biak na Bato, Brgy Manresa, Quezon City

Tel. No.: (02) 414-9287 / 413-6682

Mobile No.: 0917-1398523

Attention: **MS. MARY ROSE SOLANO**  
Project Sales Consultant

Dear Madam:

Subject: **NOTICE TO PROCEED**

We are pleased to inform you that the Purchase Contract for Lots 1, 2, 3, 7 and 8 of the Supply and Delivery of Eight (8) Lots Various Steel Cabinets under ITB No. PB19-07-075COR, 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 as follows:

Lot No.	Quantity	Description	Delivery Period
1	11	Steel Cabinet, Vertical, Without Safe, 4-Drawers	Within thirty (30) calendar days from the date of receipt of this notice.
2	2	Steel Cabinet, Vertical, Without Safe, 3-Drawers	
3	2	Steel Cabinet, Vertical, Without Safe, 2-Drawers	
7	26	Steel Cabinet, Lateral, 3-Drawers	
8	2	Steel Cabinet, Lateral, 2-Drawers	

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 one (1) year from the formal acceptance, if and when there is no patent and latent defect.

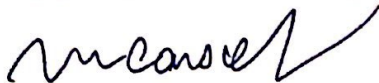
You may coordinate with Mr. Jonard C. Pua, Logistics Management Officer I of Logistics Management Department, at 7755-3199 local 2004 or at email address [jonard.pua@pagcor.ph](mailto:jonard.pua@pagcor.ph) for the specific details of their requirement.

Kindly acknowledge receipt of this letter and fax it at (02) 522-1357 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,

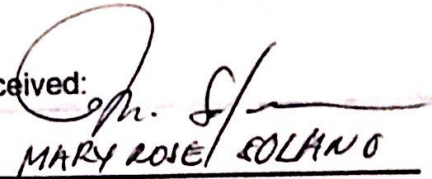


**RODERICK R. CONSOLACION**  
Chairperson  
BIDS AND AWARDS COMMITTEE (BAC) 1

/MMP/eve

cc: BAC 1  
AVP, LMD

Received:



MARY ROSE SOLANO  
Printed Name and Signature

Position

Nov. 28 2019

Date