



December 23, 2014

**CELIA'S FRUIT STAND**  
Lot 5-A Seaside, Macapagal Ave.,  
Pasay City  
Tel. No. 556-1787

ATTN: **MS. MARCELINA A. SALVATIERRA**  
Owner

Madame:

Subject: **NOTICE TO PROCEED**

This refers to the Negotiated Procurement (Small Value) for the Supply and Delivery of One (1) Lot Assorted Fruits for Cafeteria Operations for the months of January - March, 2015 under SVP15-00005PAV.

The attached Purchase Order (PO) No. 34827 having been approved, this Notice to Proceed is being issued for you to complete within seven (7) calendar days, from acknowledgement date of the Notice to Proceed for the initial requirement of the end-user, while the remaining balance shall be delivered on staggered basis upon issuance of formal written notice from the end-user.

You may coordinate with Ms. Marilyn Mahinan, Senior General Services Officer, General Services Section at telephone number 524-1173 for specific details of the requirement.

Kindly acknowledge receipt of this letter and fax it back to us at fax no/s. 525-4825.

Thank you.

Very truly yours,

**ARTURO JOEL T. GONZALEZ IV**  
Chairperson  
BRANCH BIDS AND AWARDS COMMITTEE (BBAC)  
CASINO FILIPINO - Pavilion

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Received by: Name/Position

Date