



NOTICE TO PROCEED

Date

MR. MARK LIM

Authorized Personnel
Speedster Auto Shop Corporation
Ground Flr. Zuzuaregui St. Matandang Balara
Quezon City

Dear **Mr. Lim**:

The attached **Purchase Order (PO)** with number 2023-10-0126 having been approved, notice is hereby given to **Speedster Auto Shop Corporation** for the execution of the project "**Replacement of Defective Clutch Components of Utility Vehicle Toyota Coaster with Plate No. SFD-585**".

Upon receipt of this Notice, you are responsible for performing the services under the terms and conditions of the Purchase Order and in accordance with the implementation schedule.

Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below. Keep one copy and return the other to the Civil Service Commission.

Very truly yours,

Digitally signed
by Nograles Karlo
Alexei Bendigo

ATTY. KARLO A. B. NOGRALES
Chairperson

Conforme:

I acknowledge receipt of this notice on _____
(Date of Receipt)

Printed Name of the Authorized Representative
of the Bidder/Supplier: _____

Signature: _____