



NOTICE TO PROCEED

SEPTEMBER 8, 2023

Date

MS. ANNA LEA O. BUCU

Authorized Personnel
Bossmeng Trading OPC
434 San Isidro San Simon,
Pampanga

Dear Ms. Bucu:

The attached **Purchase Order (PO)** with number 2023-09-0101, having been approved, notice is hereby given to **Bossmeng Trading OPC.** for the execution of the project "**Supply and Delivery of Various Common Use Office Supplies for 2nd Semester of 2023 (Lot 7)**".

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,

ATTY. KARLO A. B. NOGRALES
Chairperson

Conforme:

I acknowledge receipt of this notice on 10/5/23
(Date of Receipt)

Printed Name of the Authorized Representative
of the Bidder/Supplier: Anna Lea O. Bucu

Signature: [Handwritten Signature]