



NOTICE TO PROCEED

SEPTEMBER 8, 2023

Date

MS. JOJIE VELINA

Authorized Personnel

Mostaco Marketing

68A Lalaine Bennet St., BF Resort Village,

Las Piñas

Dear Ms. Velina:

The attached **Purchase Order (PO)** with number 2023-09-0097, having been approved, notice is hereby given to **Mostaco Marketing**, for the execution of the project "*Supply and Delivery of Various Common Use Office Supplies for 2nd Semester Of 2023 (Lot 1 to 3)*".

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

10/5/2023
(Date of Receipt)

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

JOJIE R. VELINA
SOLE PROPRIETOR

Signature: