



January 20, 2022

NOTICE TO PROCEED

FILCRAFTERS INCORPORATED

Ground Floor, Isometric Bldg. No. 484 G. Araneta Ave.
Brgy. Doña Imelda, Quezon City

THRU: MR. ERIC SALAGUBANG

Authorized Representative
Filcrafters Incorporated

Dear Mr. Salagubang,

The attached **Purchase Order / Contract Agreement** having been approved, notice is hereby given to **FILCRAFTERS INCORPORATED**. Performance may commence on the Contract for **Supply, Delivery and Installation of Modular Laminated Glass Partition for 24 Seats as requested by the Management Information Systems Division (MISD)** under Purchase Request No. 2021-10-092 dated 19 November 2021) effective on the date of receipt of this notice:

CFO REQUIREMENT	TOTAL AMOUNT
Supply, Delivery and Installation of Modular Laminated Glass Partition for 24 Seats as requested by the Management Information Systems Division (MISD)	₱ 594,675.75 (VAT Inclusive)

DELIVERY PERIOD: 35 working days upon receipt of a copy of the Notice to Proceed (NTP)

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and In accordance with the Delivery 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 **Commission on Filipinos Overseas**.

Very truly yours,


ATTY. WENDELL V. DIMACULANGAN
Head Executive Assistant

I acknowledge receipt of this notice on _____ :

Name of the Representative of the Bidder : _____

Authorized Signature : _____

The Head of the Procuring Entity or his duly authorized representative shall issue the Notice to Proceed within three (3) calendar days from the date of the approval of the contract.

