



February 21, 2022

NOTICE TO PROCEED

THE MANILA HOTEL

1 Rizal Park, Ermita, Manila

THRU: MS. KRIZIA MARIE REYES

Authorized Representative
The Manila Hotel

Dear **Ms. Reyes**,

The attached **Purchase Order** / Contract Agreement having been approved, notice is hereby given to **THE MANILA HOTEL**. Performance may commence on the Contract for **One (1) Lot Lease of Venue for the Joint Awarding Ceremony of the Migration Advocacy and Media (MAM) Awards and Himigrasyon Song Writing Contest to be held on March 16, 2022** under Purchase Request No. 2022-01-005 dated 25 January 2022) effective on the date of receipt of this notice:

CFO REQUIREMENT	TOTAL AMOUNT
One (1) Lot Lease of Venue for the Joint Awarding Ceremony of the Migration Advocacy and Media (MAM) Awards and Himigrasyon Song Writing Contest to be held on March 16, 2022	₱250,000.00 (VAT Inclusive)

DATE AND TIME OF THE EVENT: MARCH 16, 2022, 4:00-9:00 P.M.

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.



