



April 01, 2022

NOTICE TO PROCEED

Q SOFTWARE RESEARCH CORPORATION

456 Boni Ave. Brgy. New Zaniga
Mandaluyong City

THRU: MS. MELLANY H. AGUILAR

Authorized Representative
Q Software Research Corporation

Dear **Ms. Aguilar**,

The attached **Purchase Order / Contract Agreement** having been approved, notice is hereby given to **Q SOFTWARE RESEARCH CORPORATION**. Performance may commence on the Contract for **One (1) year Subscription of Online Corporate and Enterprise Email, Workspace and Cloud Business Solution** under Purchase Request No. 2022-02-013 dated 16 February 2022) effective on the date of receipt of this notice:

CFO REQUIREMENT	TOTAL AMOUNT (In Pesos)
One (1) year Subscription of Online Corporate and Enterprise Email, Workspace and Cloud Business Solution	565,488.00

DELIVERY PERIOD: 15 CALENDAR DAYS UPON RECEIPT OF A COPY OF THE NOTICE TO PROCEED

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 : **Mr. Ian C. Sison - President**
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.

