



07 February 2020

MR. NEIL CHARLES D. LOBO

Sales Manager

AXIAA HOTEL MANILA

135 West Ave. EDSA

Brgy. Bungad, Quezon City

Metro Manila

SUBJECT: NOTICE TO PROCEED

Dear **Mr. Lobo**:

This has reference to our award of contract to your company for the Lease of Venue inclusive of Meals and Accommodation for the OTC PUVMP PMO and Planning Workshop to be held on February 10-11, 2020, in the amount of One Hundred Sixty Thousand Six Hundred Pesos (PhP160,600.00), inclusive of appropriate EWT and VAT withholding taxes, has been accepted and approved pursuant to OTC-Bids and Awards Committee Resolution No. 002, series of 2020.

In relation thereto, notice is hereby given to your company that the implementation of the said project shall commence immediately. You are expected to perform the terms and conditions stipulated in the attached contract.

Please acknowledge receipt and acceptance of this Notice by signing at the portion provided below. Keep a copy and return the original copy to this Office the soonest.

Thank you very much.

Very truly yours,

MEDEL H. AFALLA

Planning Officer V and

Officer-in-Charge, Office of the Chairman

Head of the Procuring Entity

Conformé:

MR. NEIL CHARLES D. LOBO

Sales Manager

Date: _____