



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
OFFICE OF TRANSPORTATION COOPERATIVES

29 November 2022

MS. MONABETH C. AYON

Building Administrator

BEN-LOR REALTY TRADING AND PUBLISHING CORPORATION

G/F, 1184 Ben-Lor Building, Quezon Avenue,
Brgy. Paligsahan, Quezon City, Metro Manila 1103

SUBJECT: NOTICE TO PROCEED

Dear **Ms. Ayon**:

This has reference to our award of contract to your company for the **Procurement of Lease of Real Property (Office Space) for the Office of Transportation Cooperatives (OTC)** in the amount of **Five Million Eight Hundred Sixty Four Thousand Forty Pesos (PhP5,864,040.00)** for Thirteen (13) months commencing from 01 December 2022 to 31 December 2023, inclusive of all government withholding taxes, has been accepted and approved pursuant to OTC-Bids and Awards Committee Resolution No. 008, series of 2022 dated 14 November 2022, the period of agreement shall be for five (5) years subject to accounting and auditing rules and availability of funds.

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 at the soonest.

Thank you very much.

Very truly yours,


CRESENCIANA E.S. GALVEZ

Head of the Procuring Entity
Officer-in-Charge, Office of the Chairperson
And Chief, Cooperative Development Specialist

Conformé:


MS. MONABETH C. AYON

Building Administrator

Date Received: 11/29/2022