



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
**OFFICE OF TRANSPORTATION COOPERATIVES**

24 November 2023

**MS. JOVELYN CABALLERO**

Sales Associate

**LA BREZA HOTEL, INC.**

155 Mother Ignacia Avenue,

Brgy. South Triangle, Quezon City

**SUBJECT: NOTICE TO PROCEED**

Dear **Ms. Caballero**:

This has reference to our award of contract to your company for the **Lease of Venue inclusive of Meals for the Two (2) Day 2023 Agency And Employee's Performance Review of the Office Of Transportation Cooperatives (OTC)** to be held on December 11 and 18, 2023 in the amount of One Hundred Seven Thousand Eight Hundred Pesos (**PhP 107,800.00**), inclusive of appropriate EWT and VAT withholding taxes, has been accepted and approved pursuant to OTC-Bids and Awards Committee Resolution No. 014, series of 2023.

In relation thereto, notice is hereby given to your company that the performance of the obligations specified in the attached contract shall commence immediately.

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 possible time:

Thank you very much.

Very truly yours,

  
**JESUS FERDINAND D. ORTEGA**

Chairperson

Head of the Procuring Entity

Conformé:

  
**MS. JOVELYN CABALLERO**

Sales Associate

Date: 11-24-2023