



15 April 2024

MS. MARGARITA REGINA L. TARRAYO

Director

COMWORKS, INC.

CWI Corporate Center, 1050 Quezon Avenue,
Brgy. Paligsahan, Quezon City, Metro Manila 1103

SUBJECT: NOTICE TO PROCEED

Dear Ms. Tarrayo:

This has reference to our award of contract to your company for the **Negotiated Procurement-Lease of Privately-Owned Real Property (Office Space) for the Office of Transportation Cooperatives-Public Utility Vehicle Modernization-Program Implementing Unit (OTC-PUVM-PIU)** in the amount of **One Million Six Hundred Fifty Thousand Pesos (PhP 1,650,000.00)**, inclusive of applicable EWT and VAT government withholding taxes, and with the total area of One Hundred Sixty Square Meter (160M²) office space—for twelve (12) months, has been accepted and duly approved, pursuant to the OTC-Bids and Awards Committee Resolution No. 002, series of 2024.

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,

REYMUNDO D.J. DE GUZMAN JR.

Executive Director II and
Concurrent Officer-in-Charge,
Office of the Chairperson (OTC)
Head of the Procuring Entity (HoPE)

Conformé:

MS. MARGARITA REGINA L. TARRAYO

Director

Date: 15 April 2024