



15 July 2024

**DR. JUN T. CASTRO**

President

U.P. National Center for Transportation Studies Foundation, Inc.  
Rm. 27 NCTS Building, Apacible St.,  
U.P. Campus, Diliman, Quezon City

**SUBJECT: NOTICE TO PROCEED**

Dear **Dr. Castro**:

This has reference to our award of contract to your office for the **PROCUREMENT OF LEARNING SERVICE PROVIDER OF BASIC FLEET MANAGEMENT SYSTEM SEMINAR** on twelve (12) scheduled training sessions for the year 2024 as follows: July 29-30 (NCR), August 05-06 (NCR), August 19-20 (Cagayan De Oro City), August 22-23 (Cagayan De Oro City), September 06-07 (NCR), September 13-14 (NCR), September 30-October 01 (Cebu City), October 03-04 (Cebu City), October 14-15 (Baguio City), October 17-18 (Baguio City), October 29-30 (Aklan) and November 08-09 (NCR) (ToT), in the amount of Two Million Four Hundred Thousand Pesos (Php 2,400,000.00) inclusive of applicable EWT and VAT government withholding taxes, has been accepted and duly approved pursuant to OTC-BAC Resolution No. 009, series of 2024.

In relation thereto, notice is hereby given to your office that the implementation of the said procurement 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 the duplicate copy and return the original copy to this office at the soonest.

Thank you very much.

Very truly yours,

  
**REYMUENDO D.J. DE GUZMAN, JR.**

Executive Director II and  
Officer-in-Charge, Office of the Chairperson  
Head of the Procuring Entity

Conforme:

  
**DR. JUN T. CASTRO**

President

Date:

17 JUL 2024