



11 November 2024

**MS. ANN TRIXIE J. BILLANES**

Senior Corporate Sales Associate

**AVID SALES CORPORATION**

5F Solvida Bldg. 145 Gregorio Araneta Ave.,  
Quezon City, 1113 Metro Manila

**SUBJECT: NOTICE TO PROCEED**

Dear **Ms. Billanes**:

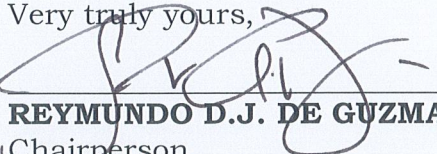
This has reference to our award of contract to your company for **the SUPPLY AND DELIVERY OF A VIDEO CONFERENCING SYSTEM AND INTERACTIVE DISPLAY** in the amount of Four Hundred Ninety-Five Thousand Pesos (**Php 495,000.00**) inclusive of applicable EWT and VAT government withholding taxes, has been accepted and duly approved pursuant to OTC-BAC Resolution No. 038, series of 2024.

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 duplicate copy and return the original copy to this Office the soonest possible time.

Thank you very much.

Very truly yours,

  
**REYMUNDO D.J. DE GUZMAN, JR.**  
Chairperson  
Head of the Procuring Entity

Conformé:

  
**MS. ANN TRIXIE J. BILLANES**  
Senior Corporate Sales Associate

Date: NOVEMBER 12, 2024