



02 October 2024

**MS. ELISA P. ESCOBAR**

General Manager

**AZALEA HOTELS & RESIDENCES**

No. 7 Leonard Wood Loop,

Brgy. Manuel Roxas, Baguio City, Philippines 2600

**SUBJECT: NOTICE TO PROCEED**

Dear **Ms. Liwanag**:

This has reference to our award of contract to your company for the **Lease of Venue inclusive of Accommodation and Meals for the Basic Fleet Management System Seminar in Baguio City** to be held on October 13, 2024 to October 19, 2024 in the amount of One Million Six Hundred Ninety-Five Thousand Eight Hundred Pesos (**Php 1,695,800.00**), inclusive of appropriate EWT and VAT government withholding taxes, has been accepted and approved pursuant to OTC-Bids and Awards Committee Resolution No. 022, 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.**

Executive Director II and

Officer-in-Charge, Office of the Chairperson

Head of the Procuring Entity

Conformé:

**MS. ELISA P. ESCOBAR**

General Manager

Date: \_\_\_\_\_