



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

30 August 2024

**MS. RHEA JEAN LAPIZ**

Sales Executive

**GOLDEN PEAK HOTEL & SUITES**

Gorordo Avenue, corner Escario St.,  
Cebu City, Cebu 6000

**SUBJECT: NOTICE TO PROCEED**

Dear **Ms. Lapiz**:

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 Cebu City** to be held on September 29, 2024 to October 05, 2024 in the amount of One Million Seventy Two Thousand Four Hundred Pesos (**Php 1,072,400.00**), inclusive of appropriate EWT and VAT government withholding taxes, has been accepted and approved pursuant to OTC-Bids and Awards Committee Resolution No. 016, 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. RHEA JEAN LAPIZ**

Sales Executive

Date: Sept. 11, 2024