



21 August 2024

**MR. ARIEL LABONITE**

Sales Account Executive

**HOTEL LUCKY CHINATOWN**

21 Reina Regente St., Brgy. 293, Zone 028,  
1006 Binondo NCR, City of Manila

**SUBJECT: NOTICE TO PROCEED**

Dear **Mr. Labonite**:

This has reference to our award of contract to your company for the **Lease of Venue inclusive of Accommodation and Meals for Workshop of the Basic Fleet Management System Seminar in Quezon City or City of Manila** to be held on August 22-23 in the amount of Ninety-Seven Thousand Five Hundred Pesos (**Php 97,500.00**), inclusive of appropriate EWT and VAT government withholding taxes, has been accepted and approved pursuant to OTC-Bids and Awards Committee Resolution No. 015, 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:

  
**MR. ARIEL LABONITE**

Sales Account Executive

Date: August 21, 2024