



06 December 2023

MS. BLESS P. BAUTISTA

Account Executive

PINGCON MARKETING CORPORATION

37 Insurance St., Quezon City,

1106 Metro Manila

SUBJECT: NOTICE TO PROCEED

Dear **Ms. Bautista**:

This has reference to our award of contract to your company for the **Procurement of Eighty-Two (82) Pax Goods Package for Office of Transportation Cooperatives Personnel** in the amount of Four Hundred Four Thousand Nine Hundred Ninety-Eight Pesos (**Php 404,998.00**), inclusive of appropriate EWT and VAT government withholding taxes, has been accepted and approved pursuant to OTC-Bids and Awards Committee Resolution No. 042, 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,

Digitally signed by De Guzman
Reymundo De Jesus Jr.
Date: 2024.12.06 13:29:09 +08'00'

REYMONDO D.J. DE GUZMAN, JR.

Chairperson

Head of the Procuring Entity

Conformé:

MS. BLESS P. BAUTISTA

Account Executive

Date: _____