



Republic of the Philippines  
Department of Transportation  
**OFFICE OF TRANSPORTATION COOPERATIVES**

20 May 2025

**MS. JOVELYN CABALLERO**

Sales Executive

**LA BREZA HOTEL, INC.**

155 Mother Ignacia Avenue,

Brgy. South Triangle, Quezon City

**SUBJECT: NOTICE TO PROCEED**

Dear **Ms. Caballero**:

This has reference to our award of contract to your company for the **Lease of Venue & Meals for the 2025 OTC Strategic and Operational Planning Workshop** to be held on May 21-23, 2025 in the amount of Seventy-Nine Thousand Three Hundred Fifty Pesos (**PhP 79,350.00**), inclusive of appropriate EWT and VAT withholding taxes, has been accepted and approved pursuant to OTC-Bids and Awards Committee Resolution No. 007, series of 2025.

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 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. JOVELYN CABALLERO**

Sales Executive

Date: May 20, 2025