



Republic of the Philippines
Department of Transportation
OFFICE OF TRANSPORTATION COOPERATIVES

23 June 2025

MS. JOVELYN CABALLERO

Sales Associate

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 INCLUSIVE OF MEALS FOR THE ONBOARDING PROGRAM FOR NEWLY-HIRED PTMO-PIU PERSONNEL** to be held on June 24-25, 2025 in the amount of Two Hundred Thirty-Two Thousand Eight Hundred Pesos (**Php 232,800.00**) inclusive of applicable EWT and VAT government withholding taxes, has been accepted and duly approved pursuant to OTC-BAC Resolution No. 010, 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 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.

Chairperson
Head of the Procuring Entity

Conformé:


MS. JOVELYN CABALLERO

Sales Associate

Date: _____