



**NOTICE TO PROCEED**

May 7, 2021  
**MB PELAEZ SCHOOL AND OFFICE SUPPLIES**  
 66 St. Michael Building, Maligaya St.  
 Sindalan, City of San Fernando, Pampanga

Dear Sir / Madame:

The attached Contract Agreement No. /Purchase Order No. 21-05-400 having been approved, notice is hereby given to **MB PELAEZ SCHOOL AND OFFICE SUPPLIES** that work may commence for NDS use, effective on May 7, 2021 /as need arises.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to **BGH – Procurement Section**.

Prepared by:

**MAHALIA NI DE JESUS**  
 Administrative Officer I

Checked by:

*Yolanda S. Lansangan* 5/10/21  
**Yolanda S. Lansangan**  
 Procurement Head

Reviewed and Recommended by:

*Marjorie Anne D. Mena*  
**Marjorie Anne D. Mena**  
 OIC - Chief Administrative Officer

Approved by:

*Glory V. Baltazar*  
**GLORY V. BALTAZAR, MD, MPH, MHA, CEs**  
 Head of Procuring Entity (HOPE)

I acknowledge receipt of this Notice on May 12, 2021

Name of the Representative of the Bidder: RITA G. PELAEZ

Authorized Signature: *Rita G. Pelaez*

*The Head of the Procuring Entity or his duly authorized representative shall issue the Notice to proceed within seven (7) calendar days from the date of the approval of the contract.*

Posted to PhilGEPS by: \_\_\_\_\_

Date: \_\_\_\_\_