



## NOTICE TO PROCEED

**MS. ROMA CARMELLA E. DE VILLA**

*Authorized Representative*

**SCCIP OFFICE SUPPLIES AND EQUIPMENT TRADING**

L.B.K. St., R.K. Village, Kumintang Ibaba  
 Batangas City

Dear **Ms. De Villa:**

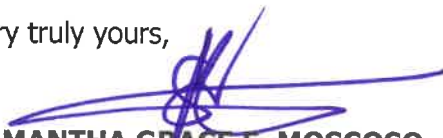
The attached Letter Order having been approved, notice is hereby given **SCCIP OFFICE SUPPLIES AND EQUIPMENT TRADING** that performance on the *PROCUREMENT OF ANNIVERSARY GIVEAWAYS FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT* under **GSD-015-23 (SVP)** shall commence effective on the date of receipt of this Notice:

LOT	ITEM DESCRIPTION	QTY/ UOM	UNIT PRICE	TOTAL PRICE
PROCUREMENT OF ANNIVERSARY GIVEAWAYS FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT				
1	POLO SHIRT	550 pcs	₱ 409.00	₱ 224,950.00
2	UMBRELLA	550 pcs	₱ 219.00	₱ 120,450.00
Total:				₱ 345,400.00
<b>Amount in words:</b> Three Hundred Forty-Five Thousand and Four Hundred Pesos Only				

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Letter Order/Contract and in accordance with the Delivery Schedule.

Please acknowledge receipt of this notice by signing on the space provided below.

Very truly yours,



**SAMANTHA GRACE E. MOSCOSO**

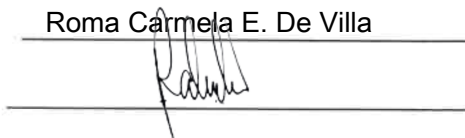
*OIC Director IV, Administrative and Finance Group*

Date of receipt of this Notice: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Roma Carmela E. De Villa

Signature of Authorized Representative: \_\_\_\_\_





**LETTER ORDER No. : PO23-00404**

**SCCIP OFFICE SUPPLIES AND EQUIPMENT TRADING**

L.B.K. ST. R.K. Village Kumintang Ibaba  
 Batangas City, Batangas

Date : September 28, 2023

Bidding No.: GSD-015-23

Date of Opening : September 25, 2023

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. \_\_\_\_\_ dated \_\_\_\_\_ subject to the Terms and Conditions enumerated below.

ITEM	QTY	UNIT	ARTICLES/DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	550	PCS	Polo Shirt	409.00	224,950.00
2	550	PCS	Umbrella  * Procurement of Anniversary Giveaways for the Procurement Service - DBM  * PR23-0480 - Polo Shirt * PR23-0481 - Umbrella * for HRDD * NOA No. GSDPC-003-23  * Polo Shirt - Color: White, Print: Embroidery, Front : Logo Size 4' x 2.8" , Back : 10" x 2", Material : Cotton * Umbrella - Color: White, Print : Sublimation, Two-fold Umbrella, 8-10ribs, Automatic Open & Close, with UV Sun Protector, Windproof, Diameter:100-150cm  ===== - Subject to Expanded Withholding Tax, Creditable Withholding Tax and Other Percentage Taxes Reference: RA 10963, RA 9337, Revenue Regulation Nos. 13-18, 11-18, 16-05, 14-02, 12-01 and 2-98.	219.00	120,450.00
Price Validity: 0 Calendar Days				<b>Total Amount:</b>	<b>Php 345,400.00</b>

Place of Delivery :

Delivery Instruction :

On or before October 9, 2023

Certified Correct:

ABIGAIL ANN O. ALICDAN-ESPERE

OIC, GSD

9/28/23

Date

FUNDS AVAILABLE

Php

345,400.00

LADY LOU A. GIMENO

OIC Chief Accountant

APPROVED BY:

PHILIP JOSEF T. VERA CRUZ

Director IV

9/28/23

Date

Supplier's copy received by:

Roma Carmela E. De Villa

Signature Over name in print

Date Received