



## NOTICE TO PROCEED

**MS. MARY ELLEN C. YCASIANO** ✓  
 Authorized Representative ✓  
**SEDNA AIRE SERVICES AND SOLUTIONS INC.** ✓  
 #28 2nd Floor Timog Building, Eugenio Lopez Street, ✓  
 South Triangle, Quezon City ✓

Dear **Ms. Ycasiano:** ✓

The attached Letter Order having been approved, notice is hereby given **SEDNA AIRE SERVICES AND SOLUTIONS INC.** that performance on the *COMPLETE SUPPLY OF LABOR, TOOLS, MATERIALS AND TECHNICAL SUPERVISION OF THE SEMI-ANNUAL PREVENTIVE MAINTENANCE OF AIR-CONDITIONING UNIT FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM) FOR ONE (1) YEAR* under **AMP No. 051-22 (Small Value Procurement)** shall commence effective on the date of receipt of this Notice: ✓

LOT	ITEM DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL PRICE
1 ✓	Semi-Annual PReventive Maintenance of Air-Conditioning Unit for One (1) Year ✓	1 ✓	Lot ✓	P 203,000.00 ✓	P 203,000.00 ✓
<b>Amount in words:</b> Two Hundred Three Thousand Pesos ✓					

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,

**Signature Redacted**

**SAMANTHA GRACE E. MOSCOSO**  
 OIC Director IV, Administrative and Finance Group

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

*April 24, 2023*

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

*MARY ELLEN C. YCASIANO*

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

**Signature Redacted**

*Original Copy rec'd:*  
**Signature Redacted**



**LETTER ORDER No. : PO23-00198**

**SEDNA AIRE SERVICES AND SOLUTIONS INC.**

#28 2nd Floor Timog Building,  
 Eugenio Lopez Street, South Triangle,  
 Quezon City

Date : March 21, 2023

Bidding No.: AMP-051-22

Date of Opening : December 6, 2022

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	1	lot	Semi-Annual Preventive Maintenance of Aircon Semi-Annual Preventive Maintenance of Air-Conditioning unit for One (1) year  * PR22-0364 ✓ * for PS use (GSD)  - NOA No. INTBAC-030-22 - Resolution No. PS-BAC-22-12-10 ✓  ===== - 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.	203,000.00	203,000.00
Price Validity: <b>0</b> Calendar Days				Total Amount: Php	203,000.00

Place of Delivery : RR Road, Cristobal St. Paco Manila	Delivery Instruction : Within thirty (30) calendar days from receipt of Notice to Proceed (NTP)
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Certified Correct:  
**Signature Redacted**  
 Engr. NEIL CHRISTIAN DAG-UMAN  
 OIC, GSD  
 Date: 3/31/2023

FUNDS AVAILABLE Php 203,000.00  
**Signature Redacted**  
 LADY LOU A. GIMENO  
 OIC Chief Accountant  
 APR 17 2023

APPROVED BY: **Signature Redacted**  
 PHILIP JOSEF T. VERA CRUZ  
 Director IV  
 Date: 4/18/23

Supplier's copy received by:  
**Signature Redacted**  
 MARY ELLEN C. YCASIANO  
 Signature Over name in print  
 Date Received: 4/24/23  
 Original copy rec'd.  
**Signature Redacted**  
 4/24/23  
 Lim Edgardo Jr. T.