



NOTICE TO PROCEED

MARY ELLEN C. YCASIANO

Authorized Representative

SEDNA AIRE SERVICES AND SOLUTIONS, INC.

#28 2ND Floor Timog Bldg., 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 for the Semi-Annual Preventive Maintenance of Air Conditioning Units of the Procurement Service – Department of Budget and Management for 1 year** under **GSD-040-24** shall commence effective on the date of receipt of this Notice:

LOT	QTY / UOM	ITEM DESCRIPTION	TOTAL CONTRACT PRICE
1	1 Lot	Semi-Annual Preventive Maintenance of Air Conditioning Units	₱96,400.00
Amount in words: Ninety-Six Thousand Four Hundred 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

ABIGAIL ANN O. ALICDAN-ESPERE
OIC-Chief, General Services Division

Date of receipt of this Notice: _____

Name of Authorized Representative: _____

Mary Ellen Ycasiano

Signature of Authorized Representative: _____

Signature Redacted



LETTER ORDER No. : LO24-00045

SEDNA AIRE SERVICES AND SOLUTIONS INC.

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

Date : May 23, 2024

Bidding No.: GSD-040-24

Date of Opening : May 7, 2024

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 Complete Supply of Labor, Tools, Materials, and Technical Supervision for the Semi-Annual Preventive Maintenance of Air Conditioning Units *PR24-0351 *for PS use (GSD) - NOA No. GSDBAC-016-24 * 15 units of 5.0TR Floor Mounted ACU * 1 unit of 7.5TR Floor Mounted ACU * 10 units of 3.0HP Split type ACU * 14 units of 2.5HP Window Type ACU ===== - 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.	96,400.00	96,400.00
Price Validity: 0 Calendar Days				Total Amount:	Php 96,400.00

Place of Delivery : RR Road Cristobal St. Paco, Manila	Delivery Instruction : First Preventive Maintenance - within thirty (30) calendar days from receipt of Notice to Proceed. Second Preventive Maintenance - six (6) months after the first preventive maintenance.
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Certified Correct: Signature Redacted <u>ABIGAIL ANN O. ALICDAN-ESPERE</u> OIC, GSD	_____ Date
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FUNDS AVAILABLE Php 96,400.00	Signature Redacted 2024 <u>LADY LOU A. GIMENO</u> OIC Chief Accountant
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APPROVED BY: Signature Redacted <u>PHILIP JOSEF T. VERA CRUZ</u> Director IV	_____ Date
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Supplier's copy received Signature Redacted <u>Mary Ellen T. Canan</u> Signature Over name in print	_____ Date Received
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