



**LETTER ORDER No. : LO24-00080**

**COMMERCE FIRST, INC.**  
 3/F Citibank Center, 8741 Paseo de Roxas  
 Makati City

Date : October 17, 2024  
 Bidding No.: GSD-076-24  
 Date of Resolution: August 30, 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	5	lic	PDF Reader and Editor  * PR24-0552 * For ITSD use  * NOA No. GSDBAC-038-24  ===== - 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.	17,500.00	87,500.00
Price Validity: 0 Calendar Days				Total Amount: Php	87,500.00

Place of Delivery :  
 RR Road, Cristobal St. Paco Manila

Delivery Instruction :  
 Within fifteen (15) calendar days after issuance of Notice to Proceed (NTP)

Certified Correct: **Signature Redacted**  
ABIGAIL ANN O. ALICDAN-ESPERE  
 OIC, GSD

10/17/24  
 Date

FUNDS AVAILABLE Php 87,500.00

**Signature Redacted**  
LADY LOU A. GIMENO  
 Chief Accountant

APPROVED BY: **Signature Redacted**  
PHILIP JOSEF T. VERA CRUZ  
 Director IV

10/18/24  
 Date

Supp **Signature Redacted**  
JOBERT S. RAMOS  
 Signature Over name in print

October 28, 2024  
 Date Received



## NOTICE TO PROCEED

**JOBERT S. RAMOS**

*Authorized Representative*

**COMMERCE FIRST, INC.**

3/F Citibank Center, 8741 Paseo de Roxas,  
Makati City

Dear **MR. RAMOS:**

The attached Letter Order having been approved, notice is hereby given to **COMMERCE FIRST, INC.** that performance on **Supply and Delivery of PDF Reader and Editor for the Procurement Service – Department of Budget and Management (PS-DBM)** under **GSD-076-24 (SVP)** shall commence effective on the date of receipt of this Notice:

LOT	QTY / UOM	ITEM DESCRIPTION	TOTAL CONTRACT PRICE
1	5 licenses	PDF Reader and Editor	₱ 87,500.00

**Amount in words:** Eighty-Seven Thousand Five Hundred Pesos and 0/100

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**

**KARL MICHAEL R. ESPEJO**

*Division Chief, ITSD*

Date of receipt of this Notice:

October 28, 2024

Name of Authorized Representative:

Jobert S. Ramos

Signature of Authorized Representative:

**Signature Redacted**