



## NOTICE TO PROCEED

**IRISH JOY L. BALLARAN**

*Authorized Representative*

**TOPBEST SECURITY AGENCY INC.**

219 Jasmine St. Velasco Subd., Barangay Sipi,  
Daraga, Albay

Dear **Ms. Ballaran:**

The attached Letter Order having been approved, notice is hereby given to **TOPBEST SECURITY AGENCY INC.** that performance on the **Procurement of Security Services for Procurement Service Regional Depot – Legazpi** under **AMP No. 009-25** shall commence effective on the date of receipt of this Notice:

LOT	ITEM DESCRIPTION	QTY / UOM	UNIT PRICE	TOTAL CONTRACT PRICE
1	Procurement of Security Services for Procurement Service Regional Depot – Legazpi	1 lot	₱684,419.09	<b>₱684,419.09</b>
<b>Amount in words:</b> Six Hundred Eighty-Four Thousand Four Hundred Nineteen Pesos and 09/100.				

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Letter Order 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**

**BOYCIE F. TARCA**

*OIC-Chief, DMD-Technical Support Division*

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

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

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



Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**  
RR Road, Cristobal Street, Paco, Manila



**LETTER ORDER No. : LO25-00028**

**TOPBEST SECURITY AGENCY INC.**

219 Jasmine St. Velasco Subd.,  
Barangay Sipi,  
Daraga, Albay

Date : April 11, 2025  
Bidding No.: AMP-009-25  
Date of Opening : March 24, 2025

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	PROCUREMENT OF SECURITY SERVICE FOR PROCUREMENT SERVICE REGIONAL DEPOT - LEGAZPI  * PR25-0182 * for PS-Depot Legazpi (c/o ROG)  * NOA No. INTBAC-006-25 * Resolution No. PS-BAC-25-03-08  * Three (3) Security Guards an 8-hour shifts per day, Two (2) on day shifts and One (1) on night shift, Seven (7) days a week (inclusive of holidays)  =====	684,419.09	684,419.09
Price Validity: 0 Calendar Days				Total Amount: Php	684,419.09

Place of Delivery :  
Lakandula Drive, Gogon Legazpi City

Delivery Instruction :  
Eleven (11) months from receipt of the Notice to Proceed  
(NTP)

Certified Correct:

**SIGNATURE REDACTED**

**ABIGAIL ANN O. ALICDAN-ESPERE**

OIC, GSD

4/11/25  
Date

FUNDS AVAILABLE Php 684,419.09

**SIGNATURE REDACTED**

**LADY LOU A. GIMENO**

Chief Accountant

4/14/2025

APPROVED BY:

**SIGNATURE REDACTED**

**PHILIP JOSEF T. VERA CRUZ**

DED V, OLSCG

4/15/25  
Date

Supplier's copy received by:

Signature Over name in print

Date Received