



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
(City Government of Tacloban)
Kanhuraw Hill, Tacloban City 6500
Tel. Nos. 325-3950

NOTICE TO PROCEED

February 2, 2024

**NEED INK SALES & SERVICES
OPTIMUM ONE BLDG., S. OSMENA ST., YLA, BASAK,
LAPU-LAPU CITY, CEBU**

**THRU: REYNAN DAWAT ESTO
Authorized Representative**

Sir:

We are glad to inform you that your company, **NEED INK SALES & SERVICES** has been awarded the contract for the **Procurement of Office Supplies** at a contract price of **Two Hundred Twenty Thousand Pesos and 00/100 (Php220,000.00) only**. The Period of Delivery for such items shall be for a period of **Thirty (30) Day/s** from receipt of this notice.

You may therefore begin to carry on the delivery of goods according to the terms & conditions we have agreed upon in the contract. Prior to delivery of goods, you are hereby required to inform the designated Project Head and the Office of the City General Services Office. Failure, thereto, will mean non-processing of payment related to the above transaction.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the City Government of Tacloban.

Very truly yours,
By the authority of the City Mayor:

LIZA CZARINA A. AQUITANIA, ESQ
City Administrator

ALFRED S. ROMUALDEZ
City Mayor
Head of the Procuring Entity

I acknowledge the receipt of this notice on
Name of the Representative of the Bidder
Authorized Signature

: February 7, 2024
: REYNAN ESTO
: [Signature]