

NOTICE TO PROCEED

MS. JUDITH D. DAGUCON
 Authorized Representative
 JAJA TRADING
 111 8th Avenue, Grace Park Caloocan City

Dear **Ms. Dagucan:**

Following the approval of the attached Purchase Order, notice is hereby given to **JAJA TRADING** to proceed upon receipt of this Notice for the following requirements:

LOT NO.	ITEM	QTY.	UNIT AMOUNT (in PhP)	TOTAL AMOUNT (in PhP)
1	Laptop bag with sling/ Conference Bag	200 pcs.	645.000	129,000.00
2	Appointment Notebook with leather notebook cover	200 pcs.	545.00	109,000.00
	Notebook card holder	200 pcs.		
3	Wireless Bluetooth earphone with microphone	200 pcs.	585.00	117,000.00
4	Mini-ring light for Desktop	200 pcs.	320.00	64,000.00
TOTAL				<u>419,000.00</u> (inclusive of all applicable taxes)

JAJA TRADING is responsible for performing the services under the terms and conditions of the Purchase Order and in accordance with the Implementation Schedule. For delivery of goods, please inform our Property Officer through paula_granale@tpb.gov.ph at least three (3) days prior to delivery, to provide ample time for the preparation and approval of the gate pass and ensure availability of inspectors at the time of delivery. Also, please note that delivery personnel need to present a barangay health clearance or negative COVID19 test result upon entry to Legaspi Towers 300.

Please acknowledge receipt and acceptance of this notice by signing in the space provided below. Keep one (1) copy and return the other to the Tourism Promotions Board (TPB).

Very truly yours,


MARIA ANTHONETTE C. VELASCO-ALLONES
 Chief Operating Officer 
 Date:

Conforme:

JAJA TRADING
 Date: