

**NOTICE TO PROCEED**

**MS. MARY ANN S. TAN**

Authorized Representative  
Tanjor Enterprises  
Unit 1104 Tower B  
Antel Seaview Towers Condominium  
Roxas Blvd., Pasay City

Dear **Ms. Tan:**

Following the approval of the attached Purchase Order, notice is hereby given to **Tanjor Enterprises** to proceed upon receipt of this Notice for the requirements of **200 pcs. Wooden Swivel USB**, with contract price amounting to of **Fifty-Two Thousand Eight Hundred Eighty Pesos Only (Php52,880.00)**, inclusive of all applicable taxes.

**Tanjor Enterprises**, 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](mailto: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:*

\_\_\_\_\_  
**Tanjor Enterprises**

Date: