

NOTICE TO PROCEED

MR. MARCOS DE JESUS
MARCLYN MERCHANDISING
926 A. Maceda St., Sampaloc Manila

Dear **Mr. De Jesus**:

Following the approval of the attached Purchase Order, notice is hereby given to **MARCLYN MERCHANDISING** to proceed immediately upon receipt of this Notice for the requirements of 17 sacks (50kg/sack) or 34 sacks (25 Kg/sack) of Well Mill Premium Rice, with contract price amounting to **Forty-three Thousand Three Hundred Fifty Pesos Only (Php43,350.00)**, inclusive of all applicable taxes.

MARCLYN MERCHANDISING 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:

MARCLYN MERCHANDISING
Date:

Rice Allowance for January 2022
BIDS AND AWARDS COMMITTEE RESOLUTION No.2021-402