

**NOTICE TO PROCEED**

**MS. CLARITA P. TERRADO**

Authorized and Designated Representative  
Mitnside Enterprises  
19 Atis Road, Nayong Silangan Subdivision  
Antipolo City


Dear **Ms. Terrado**

Following the approval of the attached Purchase Order, notice is hereby given to **Mitnside Enterprises** to proceed upon receipt of this Notice for the requirement of **Supply, Printing, and Delivery of Business Card** with contract price amounting to **Four Thousand Seven Hundred Fifty Pesos Only (PhP4,750.00)**, inclusive of all applicable taxes.

**Mitnside Enterprises** is responsible for performing the services under the terms and conditions of the Agreement 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:*

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**Mitnside Enterprises**  
Date: