

NOTICE TO PROCEED

MR. JACOBO V. BERNALES

Authorized and Designated Representative

Berns Engineering Sales & Services

54 Durian St., Brgy. Quirino 2C

Project 2, Quezon City

Dear **Mr. Bernales:**

Following the approval of the attached Purchase Order, notice is hereby given to **Berns Engineering Sales & Services** to proceed upon receipt of this Notice for the requirement of **Preventive Maintenance Service of TPB Air Conditioning Units** with contract price amounting to **Ninety-Three Thousand Two Hundred Pesos (PhP93,200.00)**, inclusive of all applicable taxes.

Berns Engineering Sales & Services 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,

are allones

MARIA ANTHONETTE C. VELASCO-ALLONES

Chief Operating Officer *MA*

Date:

Conforme:

Berns Engineering Sales & Services

Date: