



REPUBLIC OF THE PHILIPPINES

# DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

**MS. SHERRYL K. DE GUZMAN**

Product Manager

Quartz Business Products Corporation

15<sup>th</sup> Floor Capital House, 9<sup>th</sup> Ave. Cor. 34<sup>th</sup> St.

Global City, Taguig City 1630

## NOTICE TO PROCEED

Dear Ms. De Guzman:

Notice is hereby issued to **Quartz Business Products Corporation** for the **lease of fifty five (55) units of Brand New Photocopying Machines** pursuant to the approved Contract in the amount of **Philippine Pesos Three Million Nine Hundred Eighty Seven Thousand Five Hundred (₱3,987,500.00)** inclusive of all applicable taxes.

Pursuant to Section VI – Schedule of Requirements of the Bidding Documents and Annex B of the Contract Agreement, you shall complete the project within fifteen (15) calendar days after receipt of the Notice to Proceed, which shall also be the date of effectivity of the contract.

Please acknowledge receipt and acceptance of this Notice by signing on the space provided below. You may keep a copy of this Notice, provided you return the original within two (2) days from receipt to the DAR, through BAC Secretariat.

We look forward to a smooth and timely implementation of the service contract.

Very truly yours,

**ATTY. LUIS MEINRADO C. PAÑGULAYAN**

Head of the Procuring Entity

Acknowledged date of receipt and acceptance of this Notice 01/31/2020

Name of the Representative of the Bidder: SHERRYL K. DE GUZMAN

Authorized Signature: