



REPUBLIC OF THE PHILIPPINES

# DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

May 31, 2021

**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 Used Photocopying Machines** pursuant to the approved Contract in the amount of **Philippine Pesos Eight Hundred Ninety Nine Thousand Five Hundred only (PhP899.500.00)** inclusive of all applicable taxes.

Pursuant to Section VI – Schedule of Requirements and Section VII Technical Specifications of the Bidding Documents and Contract Agreement, you shall complete the delivery of the units within thirty (30) calendar days upon receipt of the Notice to Proceed. However, as the current service provider, the units are already at DAR, but brand new drums have to be installed immediately as required. The contract shall be effective upon your receipt of this notice.

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.

Thank You.

Very truly yours,

**ATTY. LUIS MEINRADO C PAÑGULAYAN**

Head of the Procuring Entity

Acknowledged date of receipt and acceptance of this Notice 06/23/21

Name of the Representative of the Bidder: Sherryl de Guzman

Authorized Signature: [Signature]

PD21-01A-NOA