



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

NOTICE TO PROCEED

Mr. JOSE LAUREL
Sales Executive
THE BAYLEAF HOTEL
Muralla Street corner Victoria Street
Intramuros, Manila

Dear Mr. Laurel:

In connection with the Contract to accommodate the Board of Claims' validation of guidelines for Department Circular No. 007 dated 18 February 2022 scheduled on 21-23 November 2022 in the amount of Three Hundred Ninety-Nine Thousand Nine Hundred Fifty Pesos (₱399,950.00), notice is hereby given to The Bayleaf Hotel to proceed with the performance of the service upon receipt hereof, in accordance with the terms and conditions provided in the said Contract and the schedule requirement as herein provided:

LOT NO.	DESCRIPTION	DATES	CONTRACT PRICE
1	Room Accommodation (21 rooms for 2 nights)	21-23 November 2022	₱ 159,600.00
2	AM & PM Snack and Meals (good for 55 pax)	21-22 November 2022	₱ 240,350.00

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Procurement Management Division.

Very truly yours,

JESSE H.T. ANDRES

Undersecretary

Head of the Procuring Entity

As per DO No. 292 dated 01 July 2022

Conforme:

14 NOV 2022

