



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

NOTICE TO PROCEED

Ms. JENNET V. DELA CRUZ
General Manager
EXPRESS CARDS ENTERPRISES CO.
Suite 1102, West Trade Center
132 West Avenue, Philam I
Quezon City

Dear **Ms. Dela Cruz**:

The attached Purchase Order No. 2022-08-069 dated 22 August 2022 in the amount of **Thirty-One Thousand Five Hundred Pesos (P31,500.00)** for the **supply and delivery of seven thousand (7,000) pieces of PVC identification cards** having been approved, notice is hereby given to **Express Cards Enterprises Co.** to proceed with the delivery of goods in accordance with the terms and conditions provided in the said Purchase Order and the schedule requirement herein specified:

ITEM NO.	DESCRIPTION	QUANTITY/UNIT	DELIVERY PERIOD
1	PVC Identification Cards	7,000 pieces	Fifteen (15) calendar days upon receipt of Notice to Proceed

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:

JENNET DELA CRUZ 31 AUG 2022

Printed name and signature of the representative