



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
*Manila*

**NOTICE TO PROCEED**

**Ms. JENNIFER L. ALARCON**  
*Authorized Representative*  
**EPD SCHOOL, OFFICE SUPPLIES &  
GENERAL MERCHANDISE**  
ERS Building II, Brgy. Luciano  
Trece-Indang Road  
Trece Martires City, Cavite

Dear **Ms. Alarcon**:

The attached Purchase Order No. 2023-08-097 dated 24 August 2023 in the amount of **One Hundred Ninety-One Thousand Three Hundred Thirty-Nine Pesos (₱ 191,339.00)** for the **procurement of nine (9) units of paper shredders for the use of the Board of Claims (4 units – heavy duty) and for utilization in the Department of Justice-Philippine National Police (DOJ-PNP) training (5 units)** having been approved, notice is hereby given to **EPD School, Office Supplies & General Merchandise** 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	Heavy Duty Paper Shredder	4 units	Fifteen (15) calendar days upon receipt of Notice to Proceed
2	Paper Shredder	5 units	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:

  
JENNIFER AARON 01/01/2023

Printed name and signature of the representative