



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

NOTICE TO PROCEED

Ms. MYLENE L. PALALAY

Government Sales Supervisor

BUSINESS MACHINES CORPORATION

Carson Bldg., 1888 Orense St.

Guadalupe Viejo, Makati City

Dear **Ms. Palalay**:

The attached Purchase Order No. 2023-09-115 dated 27 September 2023 in the amount of **Ninety Thousand Nine Hundred Eighty Pesos (P 90,980.00)** for the **supply and delivery of two (2) units of overhead book/document scanners for the Department of Justice Library** having been approved, notice is hereby given to **Business Machines Corporation** 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 DATE
1	Ricoh Scan Snap SV600	2 units	Forty-Five (45) days upon receipt of the 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:

MYLENE PALALAY 10/6/2023

Printed name and signature of the representative