



Republic of the Philippines
 Department of Justice
 NATIONAL PROSECUTION SERVICE
REGIONAL PROSECUTION OFFICE VIII
 Bulwagan ng Katarungan, Tacloban City
 Tel. No. (053) 832-2988

September 7, 2023

Tacloban Tap Commercial Inc.
 Tacloban City

Sir/Madame:

RECEIVED
 Date: 9/7/23
 Time: 10:00 AM
 Signature: [Handwritten Signature]

NOTICE TO PROCEED

This is to inform you that the contract for the procurement of fifteen (15) tubes Ballpen black; fifteen (15) tubes Ballpen blue; one hundred (100) boxes Binder clip 25mm; four (4) pieces Box w/ cover 36x34; three (3) boxes Envelope (Brown) Legal; thirty (30) packs Folder (White); one thousand five hundred twenty (1,520) pieces Manila Paper; one hundred (100) rolls Masking Tape (24mm); seven hundred fifty (750) pieces Notebook (30 leaves); one hundred (100) boxes Paper Clip (Vinyl) (50mm); fifty (50) reams Paper Multicopy A4 (80gsm); one hundred fifty (150) pieces Permanent Marker Black; one hundred fifty (150) pieces Permanent Marker Blue; fifty (50) pieces Scissors (7 inches); one hundred fifty (150) pieces Clear Plastic ID Holder (with lace/clip); one hundred fifty (150) pieces White Board Marker Black; one hundred fifty (150) pieces White Board Marker Blue, of this office has been approved in the amount of Seventy Seven Thousand Twenty Pesos (P77,020.00).

Accordingly, you are hereby directed to deliver the said items to the Regional Prosecution Office 8, Bulwagan ng Katarungan, Tacloban City, in accordance with the terms and conditions as stipulated in the request for Quotation and purchase order, within fifteen (15) calendar days from receipt hereof.

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Very truly yours,

[Handwritten Signature]
IRWIN A. MARAYA
 Regional Prosecutor

Conforme: [Handwritten Signature]
[Handwritten Name]
Tacloban Tap Commercial Inc.
 Tacloban City
 Date: 9-7-23