



12 September 2022

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Ms. CRISTEL MAE VILLAFUERTE**  
 Authorized Representative  
**Pro Pen Office Supplies and Equipment Trading**  
 12 Penabatan  
 Puliilan, Bulacan

Dear Ms. Villafuerte,

This Notice to Proceed is hereby issued for the following contract details:

Contract Name	: <u>Supply and Delivery of Forty (40) Pieces Ballpen</u>
Purchase Request No.	: <u>GAA-22-07-14218</u>
Purchase / Work Order No.	: <u>22-09-184</u>
Total Contract Price	: <u>Php 380.00</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>Three Hundred Eighty Pesos</u>

Upon issuance of this Notice, your company, **Pro Pen Office Supplies and Equipment Trading** is hereby directed to commence the delivery of items and/or performance of services stipulated in the said Purchase Order which shall become due and demandable in accordance with the delivery schedule stipulated therein.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. There are two (2) copies of this document; you may keep one copy and return the other to the Bids and Awards Committee (BAC) Secretariat of the Advanced Science and Technology Institute. Should you have any questions or clarifications, you may reach us at bac-sec@asti.dost.gov.ph.

Respectfully,

**FRANZ A. DE LEON, Ph.D.**  
 Director

Digitally signed by Emmanuel Basilio

DATE OF ISSUANCE:

September 15, 2022

RECEIVED BY:

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Date and Time