



14 July 2022

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. LARISSA REYES
 Authorized Representative
Pro Pen Office Supplies and Equipment Trading
 12 Penabatan
 Pulilan, Bulacan

Dear Ms. Reyes,

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

Contract Name	: Supply and Delivery of Additional Various Office Supplies for 2nd Quarter
Purchase Request No.	: GAA-22-05-13740
Purchase / Work Order No.	: 22-07-152
Total Contract Price	: Php 1,360.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Thousand Three Hundred Sixty Pesos

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
 Bayani Benjamin
 H. Lara

DATE OF ISSUANCE:

July 19, 2022

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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