



Republic of the Philippines
City of Lapu-Lapu
Office of the City Mayor

NOTICE TO PROCEED

ROY A. MANGUBAT

PROPRIETOR

NEED INK SALES & SERVICES

OPTIMUM ONE BUILDING, S. OSMEÑA STREET, YLA, BASAK,
LAPU-LAPU CITY, CEBU

Dear Ma'am/Sir:

The attached Contract agreement having been approved, notice is hereby given to **NEED INK SALES & SERVICES** that work may commence on the **VARIOUS INKS AND TONERS FOR DIFFERENT OFFICES OF LAPU-LAPU CITY GOVERNMENT** under **P.R. No. 26-03-0410 & P.O. No. 26-06-0931** effective upon receipt of Notice of Award on _____.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the implementation Schedule.

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 City of Lapu-Lapu.

Very truly yours,

SIGNED

MA. CYNTHIA "CINDI" K. CHAN
City Mayor

I acknowledge receipt of this Notice on _____

Name of the Representative of the Bidder _____

Authorized Signature _____

SIGNED



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