



Republic of the Philippines  
**PAMANTASAN NG LUNGSOD NG MAYNILA**  
(University of the City of Manila)  
Intramuros, Manila



**OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION**

**NOTICE TO PROCEED**

**MS. IRENE A. ONG**

President  
Distinctive Blinds and Office Systems, Inc.  
Unit 313, 3F Atrium of Makati,  
Urdaneta Village, Makati Ave.,  
Makati City  
Tel. No.: 836-6500  
Fax No.: 836-6530

Dear Ms. Ong:

In view of the approval of the attached Contract Agreement, notice is hereby given to **Distinctive Blinds and Office Systems, Inc.** that contract implementation on the **Furniture and Fixtures for Colleges and Administrative Offices (CY 2016) – Rebidding** shall commence within **Forty-five (45)** calendar days from receipt of this Notice.

Upon receipt of this notice, you are responsible in performing the services required under the terms and conditions of the said Agreement and in accordance with the Implementation Schedule provided.

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 **PAMANTASAN NG LUNGSOD NG MAYNILA**.

Very truly yours,

*Sgd.*

**Mr. CARMELO B. DELA CRUZ**  
Vice-President for Administration

I acknowledge receipt of this Notice on \_\_\_\_\_ (date of receipt)

Name of the Representative of the Bidder: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_