REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. IX
Cabatangan Hills, Zamboanga City
Tel. Nos. (062) 955-5604 / (062) 955-5883

NOTICE TO PROCEED

July 22, 2022

MR. AL RICHIE F. INIHAO
Sales Consultant
NEED INK SALES & SERVICES
#848 Burgos-Chaves Sts., Montblanc Bdg. 2/F, Barangay 06,
Cagayan de Oro City

Dear Mr. Inihao:

The attached Contract having been approved and signed by both parties, **NOTICE TO PROCEED** is hereby given to **NEED INK SALES & SERVICES** with postal address at #848 Burgos-Chaves Sts., Montblanc Bdg. 2/F, Barangay 06, Cagayan de Oro City that delivery may commence for the **8 UNITS TONER - OPT-55X for use with HP Laserjet Pro M521dw Multifunction Printer (P/S/C/F)** at a contract price of ***Fifty Two Thousand Pesos (PHP 52,000.00)***.

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

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 Office of the Regional Director, COA Regional Office No. IX Cabatangan, Zamboanga City.

Very truly yours,

VISITACION Q. MENDOZA
Regional Director

Acknowledge receipt of this notice on: JULY 22, 2022

Name of the Representative of the Bidder/Supplier: INIHAO, AL RICHIE

Authorized Signature: _____