

DRN: CARAGA-FO-BAC-P-NOS-24-07-19378-S

NOTICE TO PROCEED

03 JULY 2024

HERRY E. BASAÑEZ
Sales Manager
METRO COOLAIRE TRADING CORPORATION
BI 2, L2, Westfield Subd., Iponan,
Cagayan de Oro City, Misamis Oriental

Dear Mr. Basañez:

The attached Contract Agreement having been approved, notice is hereby given to **METRO COOLAIRE TRADING CORPORATION** that work may commence for the **SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS BRAND NEW AIR-CONDITIONING UNITS FOR DSWD FIELD OFFICE CARAGA, POO'S AND PROVINCIAL CIS SATELLITE OFFICES C.Y. 2024**. Delivery of the contract is within **sixty (60) calendar days** after receipt of this notice at the DSWD Field Office Caraga, R. Palma St., Butuan City.

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 Schedules.

Further, we acknowledge receipt of your Performance Security in a form of:

| (Please check type of Security) | Form of Performance Security | Amount of Performance Security/ Remarks |
|---------------------------------|--|--|
| | Cash or Cashier's / Manager's Check | |
| | Bank Draft/Guarantee or irrevocable letter of credit | |
| ✓ | Surety Bond | Three Hundred Sixteen Thousand Four Hundred Four Pesos Only (PhP316,404.00) |

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 Department of Social Welfare and Development – Field Office Caraga.

Very truly yours,

MARI – FLOR A. DOLLAGA - LIBANG
Regional Director

CONFORME:
HERRY E. BASAÑEZ
Authorized Representative
Date: 7-11-24

For the Regional Director:

TRISTAN C. TEJEN, PhD. MA, REB
Director III / ARDA