

**NOTICE TO PROCEED**

July 18, 2019

**MR. MANUEL F. SUGATAN JR.**  
Sales Representative  
Need Ink Sales and Services  
288 P. Rodriguez St., Poblacion  
Lapu-lapu City (Opon) Cebu

Dear Mr. Sugatan:

In connection with the **Contract** for the **Supply and Delivery of Toner Cartridges for Printers** with **ITB No. DSWD7-PB-2019-36** awarded to your firm in the amount of **Contract Price of One Million Five Hundred Seventy-Seven Thousand Twenty-Three Pesos (P1,577,023.00)**, you are hereby directed to implement the work/services in accordance with the **terms and conditions of the Agreement, Section VI. Schedule of Requirements, Section VII. Technical Specifications and Supplemental/Bid Bulletin**, effective upon receipt of this notice.

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 DSWD-Field Office VII.

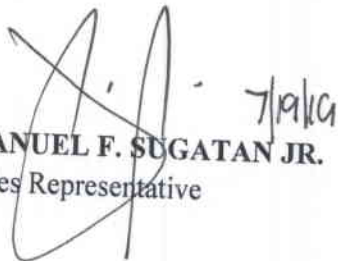
Very truly yours,



**SHALAINE MARIE S. LUCERO**  
Director III / ARD for Operations

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I acknowledge receipt of this Notice on \_\_\_\_\_



**MANUEL F. SUGATAN JR.**  
Sales Representative