



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS


NOTICE TO PROCEED

Madam:

Please be informed that pursuant to the Notice of Award dated 20 November 2017, signed by the Undersecretary for Administration and Head of the Procuring Entity, the **Hotel St. Ellis** is hereby given this Notice to Proceed to provide venue and services for the Customer Service and Handling Exceptional Clients Workshop on 25-26 November 2017 in the total amount of *Seventy-Four Thousand Four Hundred Pesos* (PhP 74,400.00) only, inclusive of all taxes and other lawful charges.

This Notice is issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act of 2003".

Very truly yours,


LINGLINGAY F. LACAÑALE
Undersecretary for Administration
and Head of the Procuring Entity

Mr. Kent Vincent Payoc
Sales Account Executive
Hotel St. Ellis
Rizal Street, Legazpi Port District
Legazpi City, Albay 4500