



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

NOTICE TO PROCEED

25 November 2020

Sir/Madam:

Please be informed that pursuant to the Notice of Award dated 25 November 2020, signed by the Undersecretary for Administration and Head of the Procuring Entity, the ***Innovation Printshoppe, Inc.*** is hereby given this Notice to Proceed to deliver five thousand (5,000) pieces of Christmas card and four thousand five hundred (4,500) pieces of envelope in the total amount of *Ninety-Three Thousand Pesos* (PhP 93,000.00) 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,

A handwritten signature in black ink, appearing to read "J. Eduardo Malaya".

J. EDUARDO MALAYA

Undersecretary for Administration and
Head of the Procuring Entity

INNOVATION PRINTSHOPPE, INC.
2224-2225 Concha St. San Andres Bukid,
Sta. Ana, Manila